



COORDINATORS HANDBOOK



Emergency Management Coordinators Handbook

Introduction

This Emergency Management Coordinators Handbook was originally conceived as a reference guide for seven Regional Coordinators in VDEM's Local Support Services Division. The handbook is designed as a ready reference on the structure, roles, and programs of the Divisions that comprise the Virginia Department of Emergency Management (VDEM).

This document has been expanded and refined in an attempt to be useful for emergency managers at the local level. Our goal is to distribute a copy to each local Emergency Coordinator.

Amendments will occur as programs are refined or new initiatives introduced. In an effort to prevent VDEM internal personnel changes impacting a program description, program manager contact information is contained within a separate section located in the back of the handbook. It is intended that VDEM Regional Coordinators will personally distribute amendments to this handbook.

Suggestions for changes or additions to the handbook should be made in writing to:

Local Support Services Division
Virginia Department of Emergency Management
10501 Trade Court
Richmond, Virginia 23236

November 2004

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Virginia Department of Emergency Management

The Virginia Department of Emergency Management's (VDEM) mission is "protecting lives and property of Virginia's citizens from emergencies and disasters by coordinating the state's emergency preparedness, mitigation, response and recovery efforts."

VDEM is the state agency that works closely with local government emergency managers, other state agencies, voluntary organizations, and federal agencies such as the Department of Homeland Security (DHS) to ensure a comprehensive, efficient, and effective response to emergencies and disasters throughout Virginia.

Headquartered in Richmond, VDEM is organized around five divisions with a staff of approximately 130 employees. Reporting directly to the Secretary of Public Safety and the Governor of Virginia, VDEM works under the broad authority of the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended. These laws detail action and responsibility on how the state and local governments can:

- Declare A State of Emergency*
- Control and Regulate Resources*
- Direct Mandatory Evacuation
- Commit State Resources
- Expend "Sum Sufficient" Monies
- Suspend Normal Procurement Procedures*
- Request Federal Assistance
- Protect the Public
- Pre-Delegate Authority

(*Authority Vested to Local Directors of Emergency Management)

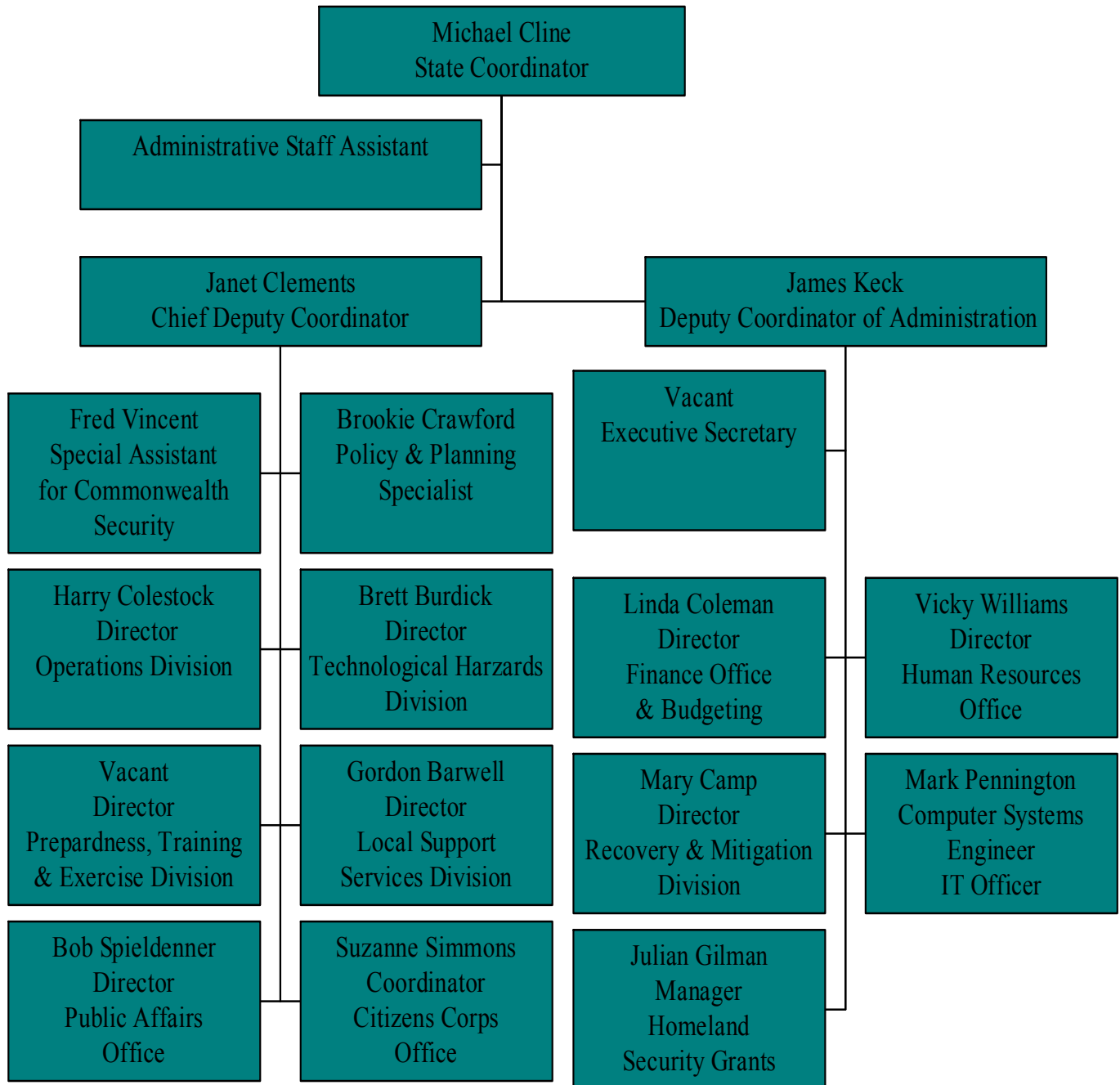
This handbook details the organization of VDEM and gives a short description of the programs and the projects managed by the agency. It is designed as a guide to determine the contact person in VDEM if there are questions relating to a particular field.

There are a number of checklists and summaries that will be useful in preparing a local emergency management program, but there are no substitutes for close discussion with the experts.

Virginia Department of Emergency Management Specialty Resources

- Virginia Emergency Operations Center (24-Hour Crisis Coordination, Information Dissemination, and Primary State Warning Point)
- Seven Regional Coordinators
- State Mobile Emergency Operations Center
- Two Command Trailers
- Nine Hazardous Materials Officers/Vehicles/Equipment
- 13 Hazardous Materials Response Teams
- Search and Rescue (SAR) Coordination (Ground and Air)
- State Recovery Task Force Activation
- Executive Order/Federal Disaster Assistance Request Preparation

Virginia Department of Emergency Management



Local Support Services Division

The Local Support Services (LSS) Division is the field operations arm of VDEM. The Commonwealth is divided into seven Emergency Management Regions that closely mirror those of the Virginia State Police (VSP). Each Region is allocated a VDEM Regional Coordinator who is responsible for about 22 localities. A map of the seven regions appears at the back of this section.

A Regional Coordinator is responsible for providing assistance and guidance to local emergency coordinators, from a number of regional offices throughout the Commonwealth. The Regional Coordinators generally reside within their region.

This section includes a number of important parts. They are:

- The Role of the Regional Coordinator
- The Regional Coordinator Checklist
- Checklist for the Four Phases of Emergency Management
- Declaring a Local Emergency
- The Seven Emergency Management Regions

The Role of the Regional Coordinator

The Regional Coordinator is expected to have a basic knowledge of all phases of Emergency Management (Preparedness, Response, Recovery and Mitigation) and some knowledge of every functional area within VDEM. Every field person will have certain differences in their background that will influence the way he/she embraces those functional areas. The true strength of the VDEM “field people” is that they are human databases that are continuously being updated. They have names, phone numbers, and a lifetime of personal experiences, which they can share with a local coordinator before, during, or after an emergency event. They can advise localities on all aspects of Emergency Management and provide the appropriate support as necessary.

When disaster strikes, the Local Support Services Division has the flexibility to relocate additional Regional Coordinators into an impacted area. This flexibility can achieve closer support for overwhelmed jurisdictions or provide a network of 24-hour operations.

VDEM Regional Coordinator Emergency Response Checklist

Notification

Notification of an emergency event will usually come from one of four places:

1. The VEOC will page after receiving a call
2. A jurisdiction will call directly
3. A third party or news broadcast
4. Director LSS Division

Determination to Respond

A Regional Coordinator must respond to the information received in the notification of an event. This may be accomplished by making telephone contact with the impacted jurisdiction. Not all notifications will require a physical response to a scene. The need for physical response will be determined by what has happened, where it happened, the availability of local resources and personal knowledge of the capability of the personnel in the jurisdictions. The sequence of actions below will be followed by a Regional Coordinator;

Sequence of Action

1. Make contact with the Local Coordinator by telephone or other means before responding. Determine the situation and the physical location of the Local Coordinator. Have that person start to think about what they may need that they don't have on hand. Don't dwell on numbers of injured or numbers of homes damaged. Concentrate on functional areas in which assistance may be needed, e.g. search teams, mass care or temporary shelter.
2. Provide the Local Coordinator with numbers to contact you. The situation may change in a very short time. Be contactable even if you decide to physically respond.
3. Advise the VEOC that you are responding to the jurisdiction.
4. On arrival, obtain a status briefings from local officials. Combine this with your own observations and update the VEOC.
5. Take the Local Coordinator aside and attempt to cover the following points.
 - Determine the need and type of outside resources required. Consider first the short-term needs but look beyond the on scene conditions.
 - Determine and address the need for media control and a nominated spokesperson - suggest that a PIO be brought in to centrally brief the media if this is a high profile event.
 - Discuss the need to declare a Local Emergency. Explain the advantages of doing this and be prepared to also brief the official with the authority to make a declaration.

- Determine whether the local EOP is being used or not. The EOP is a tool that can be utilized to regain control in a chaotic event.
 - Offer any advice and confirm the need for additional help.
6. Call the VEOC with any initial requests for assistance and provide an update on the situation.
 7. Attempt to determine if the event will be short term (< 24 hours) or long term (> 24 hours). Identify what additional state assets will be required to assist at the event, e.g. another Regional Coordinator, Hazardous Materials expertise, communications. Think in functional areas not assets. Let the VEOC determine how to specifically address the problem area. Call into the VEOC using the SALT Acronym and provide additional coordinating details to ensure rapid delivery. Start to have the Local Coordinator make requests as soon as they are able.
 8. Determine if the event is localized or not. If there is potential for widespread impact, contact surrounding jurisdictions or have the VEOC do so.
 9. Coordinate the efforts of other state agency assets on scene. Attempt to prevent duplication of effort among VSP, DEQ, VDOT, or other local response elements from state agencies.
 10. Don't hesitate to call another Regional Coordinator for advice. There may be a Regional Coordinator or VDEM staff member who has handled a similar situation in the past – use their experience.
 11. Keep the VEOC informed of the situation.
 12. Use the equipment in your vehicle to enhance reports.
 13. Do not leave the scene until the Local Coordinator has the situation under control and is confident to operate without you.

Checklists for the Four Phases of Emergency Management

In a collaborative effort by the Regional Coordinators of the Local Support Services Division, the following checklists have been developed for your use during an event.

The checklists not only provides a guide to actions during a particular phase of an emergency, they also provide an overview of what a local emergency management program should address. The checklists are considered valuable guides before, during and after disasters.

Preparation Checklist

Review the Contents of the EOP.

- Review threat assessment - flood plains, storm surge areas, etc.
- Develop, identify and implement preparatory actions.
- Check and list critical forms needed - Declaration, IDA, Sitrep, RFA, and SMA.
- Determine likely area(s) of impact.

Verify Communications Pathways (Up, Down, Lateral).

- Surrounding localities.
- Supporting agencies.
- Operations components--fire, police, PW, RACES, emergency cell support, etc.
- Public information plan/hotlines.
- Establish and Test Information Resources (in and out).
 - Internet/Web site.
 - Weather.
 - Media, Print, TV, Cable and Radio.

Establish Briefing Schedules.

- Executives--watches/warnings, Declaration process, activation of EOP, etc.
- Elected officials.
- Public safety elements.
- Emergency Operations Center participants.

Determine Staffing Levels.

- EOC augmentation/activation/recall.
- Shift changes for public safety and other response personnel.
- Estimate shelter demands (local DSS, ARC Chapter, volunteers, RACES, etc.).
- Establish public facility closing and opening times.

Check Critical Systems Readiness.

- EOC--critical staff, resources and reports.
- Public safety.
- Utilities/PW/private/LEPC.
- Media.
- Mass care/schools/public health (food holdings/power).
- Power generation--service ability/fuel levels.
- Review and confirm contracted services.
- Accounting and cost capture processes.

Implement a Continuity of Operations Plan (COOP) / Continuity of Government (COG), if available.

Declare a Local Emergency.

Activate Staff and Logistical Support for the EOC.

Prepare for Response.

Response Checklist

Establish Extent of Damage by Implementing Rapid Damage Assessment Plan.

Determine Response Capabilities and Priorities.

- Deaths and injuries.
- Damage to lifelines—Communications, Transportation, Power, Public Safety.
- Damage to critical facilities.
- Agricultural damage.
- Extent of overall damage.

Determine Evacuation Requirements.

Determine Shelter Activation Needs.

Identify Immediate Shortfalls in Resources and Capability.

Brief Officials.

Alert Community Emergency Response Team (CERT) Coordinator

Activate and Implement Mutual Aid Agreements.

Formally Request Assistance from State using Size/Amount/Location/Type/Time (SALTT) Method (On-line EOC, Fax or Telephone).

Monitor Personnel and Material Resources Usage and Availability

Prepare Situation Reports.

Maintain Public Awareness Programs.

Establish Re-Entry Priorities.

Determine Duration/Sustainment of Response Operations.

Determine long-term goals and needs

Prepare for Recovery.

Recovery Checklist

Gather Impact Area Data. (including addresses of impacted private dwellings)

Continue Needs Assessment.

- Human Needs.
- Individual Assistance.
- Public Assistance.
- Critical Infrastructure.

Determine Priorities for and Monitor Restoration of Utility Services.

Amend Initial Reports and Maintain Reporting Program.

Identify Immediate and Long-Term Economic Impacts.

Implement Pre-established Resource Contacts.

Determine Long-term Goals and Priorities for Recovery Effort.

Continue Public Information Plan Implementation.

Implement Debris Management Plan Contracts.

Prepare for Local Community Meetings.

Determine Shelter Usage/Continuing Citizen Support Needs.

Manage Voluntary Organizations Active in Disaster (VOAD) and Donated Goods.

Activate or Establish the Local Disaster Recovery Task Force.

Capture Response and Recovery Expenditures.

Identify Liaison Staff for State, Federal, and “Other” Teams (Community Relations, Preliminary Damage Assessments, VIP, etc.).

Identify Locations for Disaster Recovery Center (DRC).

Implement Policy for Codes Compliance on Restoration/Repairs.

Review Staffing Requirements.

Determine Unmet Needs.

Conduct an After-Action Review (AAR) of Response and Recovery Performances.

Plan for Demobilization

Return to Normal

Mitigation Checklist

Implement Changes to Emergency Operations Plan (EOP) highlighted in After-Action Report (AAR)

Implement Local Mitigation Plan

Identify Financial Support Sources

Develop Mitigation Priorities and Strategy

Commence Implementation of Mitigation Strategy

Declaring A Local Emergency

Referenced from Virginia Emergency Services and Disaster Laws 2003, as Amended (Title 44)

Definition: "**Local Emergency**" means the condition declared by the **local** governing body when in its judgment the threat or actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused . . . (§44-146.16(6))

A **local** emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision (§44-146.21)

- Political subdivisions are responsible for taking the appropriate action to end a declared emergency.
- In all instances, declaration of a local emergency will activate the **local** Emergency Operations Plan and authorize the furnishing of aid and assistance to victims.

Once a local emergency has been declared, the director of emergency management, **if** so authorized by the governing body, may:

- Control, restrict, allocate or regulate the use, sale, production, and distribution of food, fuel, clothing or other commodities, materials, goods, services, and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions.
- Enter into contracts and incur obligations necessary to combat such threatened or actual disaster.
- Protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster, and proceed without regard to time-consuming procedures and formalities prescribed by law (**except mandatory constitutional requirements**).
- Enter into contracts, incur obligations, employ temporary workers, rent equipment, purchase supplies and materials, and expend other public funds, **provided** such funds in excess of appropriations in the current approved budget, un-obligated, are available.

When the Governor declares a State of Emergency, political subdivisions may, under the supervision and control of the Governor, have the same authority as they do in local situations.

No inter-jurisdictional agency or official can declare a local emergency.

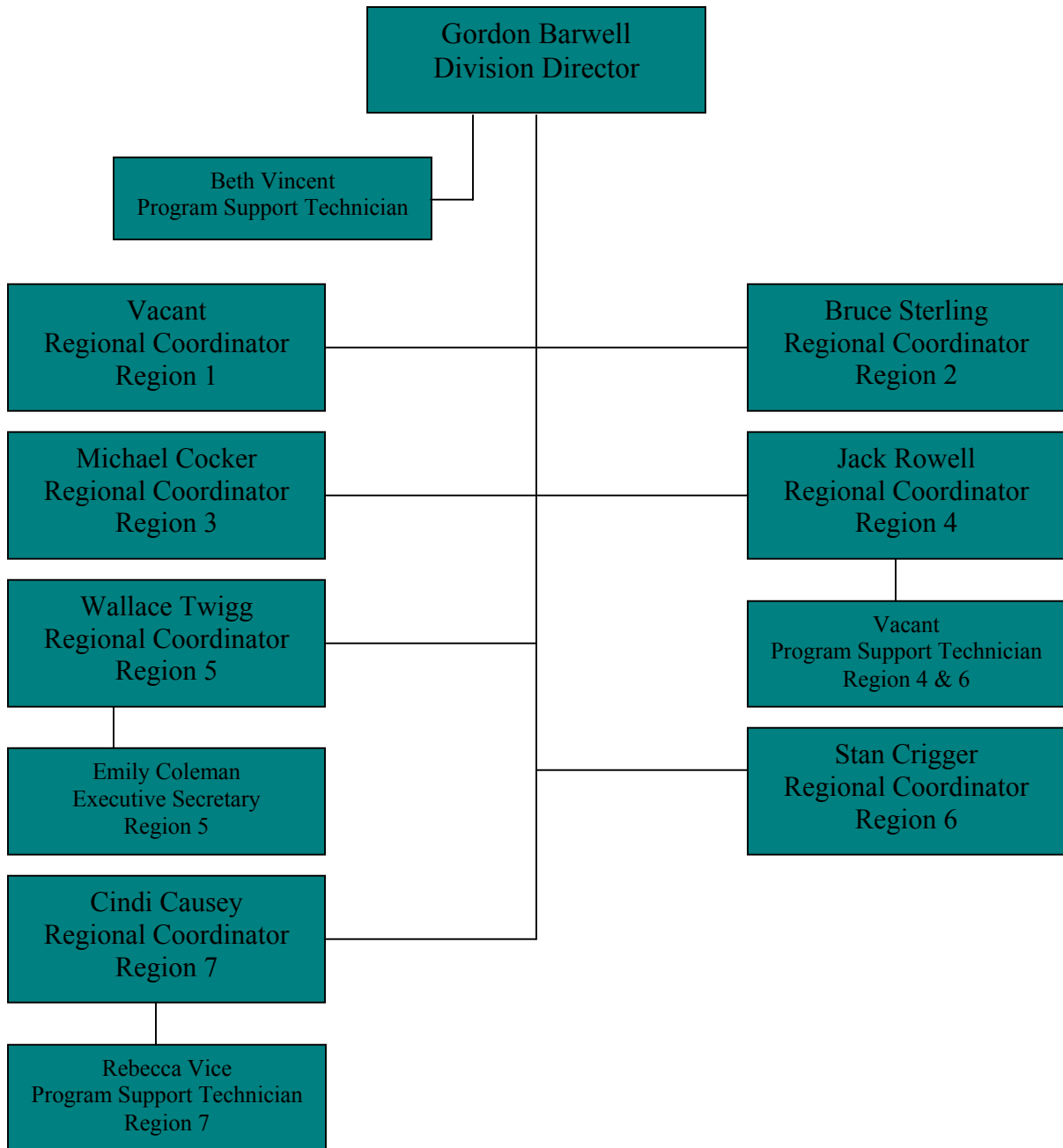
The provisions in this law do not pertain to agencies like the American Red Cross or other relief agencies that provide relief to citizens of the Commonwealth at no cost.

Points in this document are basic. All local Emergency Management Coordinators should obtain a copy of the Virginia Emergency Services and Disaster Laws 2003, as Amended, and refer to it for further reference.

A copy of a locally approved 'Declaration of a Local Emergency' should be available.

Advise the VEOC immediately a Local Emergency is declared.

Local Support Services Division



Operations Division

The Virginia Department of Emergency Management (VDEM) Operations Division is the link between localities and state agency resources.

When activated, the Operations Division coordinates the Commonwealth's response to a disaster or emergency.

The Operations Division relies on a number of VDEM Operations Officers to coordinate a variety of response related activities. Operations Officers are responsible for:

- Operations Coordination and Resource Management
- Communications
- The Online EOC
- Integrated Flood Observing and Warning System (IFLOWS)
- Dam Safety
- Search and Rescue

Operations Division activities are generally conducted and coordinated in the Virginia Emergency Operations Center (VEOC).

Timely warning of weather related impacts is provided by the National Weather Service (NWS) and a short summary of NWS coverage of Virginia is included in this section.

Operations Coordination and Resource Management

Virginia Emergency Operations Center

The Virginia Department of Emergency Management manages and staffs the Virginia Emergency Operations Center (VEOC), which serves as the hub of state operations when emergencies and disasters strike or threaten Virginia. The VEOC is staffed 24 hours a day, seven days a week to respond to calls for assistance from about 140 local governments throughout Virginia.

The VEOC responds to calls for assistance for emergencies ranging from hazardous materials incidents to search and rescue missions. During a disaster, representatives from state and federal agencies and volunteer organizations augment the VEOC to ensure that needed resources are provided to disaster-stricken areas.

The VEOC staff coordinates everything from sandbags and generators to bulldozers for debris removal and helicopters used in rooftop rescues. As the state primary warning point, the VEOC:

- Transmits National Weather Service warnings and watches to localities.
- Monitors the Integrated Flood Observing and Warning System (IFLOWS).
- Provides a state-level entry point to the Emergency Alert System (EAS).
- Monitors the early warning siren system to notify the public of problems at nuclear facilities in the Commonwealth.
- Links to the federal government for emergency alerts.

The VEOC also serves as:

- The State Search and Rescue Coordination Center, providing access to and coordination for statewide search and rescue activities.
- Part of the Hazardous Materials Emergency Response Program, receiving calls and coordinating HAZMAT Officers' response.

As part of the VEOC, the Online EOC, a password-protected Web Site, serves as a valuable tool for Emergency Managers with, online forms, contact information for local jurisdictions and Statewide Mutual Aid (SMA).

The online EOC requires the use of a Virginia Information Technologies Agency (VITA) "Pegasus" log on account. A number of Emergency management positions in each locality are pre-authorized, but individuals filling these positions must apply for the

account and receive a “password”. Without an account, access to the online EOC will be denied. Contact the VEOC for procedures to apply for a Pegasus account.

Emergency Managers can access the following forms via the Online EOC:

- **Situation Report (Sitrep)--submit within 24 hrs after the initial emergency, updated daily thereafter.**
- **Initial Damage Assessment (IDA) Report-- submit within 72 hours from the start of the event**
- **Virginia Resource Request form will assist jurisdictions in deciding and requesting the Size/Amount/Location/Type/Time of a needed resource.**

Detailed instructions for completing these Online EOC forms follow this section. It is strongly suggested that staff members responsible for completion of the Online forms familiarize themselves with the completion steps before an event that will require their use.

Virginia Local Situation Report Online Instructions

Introduction

In the event of a major disaster or emergency in the Commonwealth, emergency responders at the local level of government will initially assess the situation and identify the need for response operations.

However, there are instances when an emergency or a disaster situation is greater than the response capabilities of local government. In the event of such an emergency the Virginia Department of Emergency Management (VDEM)) is the state agency that local governments can contact to begin the process of effectively securing resources through the Virginia Emergency Operations Center (VEOC).

To begin this process local government must accurately prepare and submit Local Situation Reports in a timely manner. The Situation Reports from local governments will be used by the VEOC to determine the scope of the problem and to begin the process of obtaining supplemental state and federal disaster assistance.

The local situation report can be submitted to the VEOC electronically via the Internet at www.vaemergency.com Go to this site on the Internet and click on the [Enter Online EOC](#) link on the home page. When asked enter your VITA Pegasus User Name and Password when requested. (If you need an account/password, click on the [OEOC utilities](#) link and follow the directions. (Need HELP?? Call The EOC.)

On the next page click on the **Online Reporting** link on the lower left side of the screen. On the next page click on the **Situation Reports** link under the green heading bar - Interactive **Online Forms**. Once you are in the **OnLine EOC** you can use links to the public area of the site and return back to the **Online EOC** by clicking on the **Online EOC** link in the public area without going through the password security procedure. However once you close your browser you have to pass through the security checks to use the **Online EOC** again.

Local Situation Report

Instructions:

Initial Reports are to be submitted to the VEOC within 24 hours after the start of the emergency and afterwards daily reports are submitted until a final report is submitted to the VEOC. Reports should be submitted interactively via the Internet as soon as they are prepared. **If your jurisdiction is unable to electronically submit the report, you can fax the report to the VEOC at (804) 674-2419.**

If the previous pathways are not a viable option, you may call the VEOC (804) 674-2400 and have your report taken over the telephone. When calling it in, have your report prepared and refer to line numbers when you talk to the report taker.

If State assistance is needed, you can interactively submit your REQUEST via the Internet by completing and submitting the Resource Request Form on the Online EOC or by calling the VEOC at 804-674-2400 or 1-800-468-8892. DO NOT PUT REQUESTS FOR ASSISTANCE ON THIS SITUATION REPORT FORM

Important items that pertain to the electronic local situation report submittal:

- All data items/fields followed by a red asterisk are required data. The report cannot be submitted with any of these fields blank. When trying to submit a report with a blank required field the system will return you back to the blank required field.
- Many fields have default values:
 1. All fields requiring numeric data are defaulted to zero (0). If the data field is not zero (0) enter the appropriate number.
 2. All option buttons (⊙) have a default value shown as a dot in the center of a circle. To change the default click on one of the other buttons (●) as appropriate for the correct data entry.
 3. Examples are shown for the proper format for date, time and telephone entries.
 4. Click only once on the Submit button to send the form to the VEOC. (Multiple clicks can cause your report not to be submitted.) Give the system time to receive your report and send back a “Successfully Completed” message. If any required fields have been left blank the system will return the user to the first blank required field to correct the situation.

Definitions of the Local Situation Report’s Individual Data Entries

Click on the appropriate **option button (●)** for the type of jurisdiction **CITY, COUNTY or TOWN. (Required Field)**

(Line No.) Use this Line Number, when as a last resort, the situation report has to be telephoned or radioed to the VEOC.

- (01) **Political Subdivision** – This is the name of the affected jurisdiction. Click on the arrow on drop down box (**Pick one from the list**) and click on the appropriate jurisdiction name.
- (02) **Date/Time Report Prepared** – Use 24-hour times. Enter the date and time as the example shows. Click on the appropriate **option button (●)** for the type of report (*Initial Report, Daily or Final Report*).

- (2a) **Type of Report** - Enter the type of report as to if it is an Initial Report, a Daily or Final by clicking on the appropriate option button.
- (03) **Preparer** – Name of person who filled out report.
Call Back # - Number in local EOC or location of preparer or their representative on a 24-hour basis.
Fax # - Fax Number in local EOC (Optional)
- E-Mail** – Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending the VEOC State Situation Report and Local Situation Summary Report to the jurisdictions and other recipients of the report.
- (04) **Emergency Type** – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.) Click on the arrow on drop down box (**Pick one from the list**) and click on the appropriate Emergency Type. If “**Other**” is selected in the drop down list, please enter the Emergency Type in the **Specify** box.
- (05) **Local Emergency Declared** – Select/click on the appropriate option button (☐ **Yes**) or (☐ **No**). If declared, enter the **Date/Time**. Use 24-hour time. Enter as shown in example.
- (06) **Local EOC** – Select/click on the appropriate option button (☐ **Opened** or ☐ **Closed**). If declared, enter the **Date/Time**. Use 24-hour time. Enter as shown in the example.
- (07) **Resources have been officially requested by State Wide Mutual Aid** - Select/click on the appropriate option button (☐ **Yes** or ☐ **No**).
- (08) **Number of people in Impacted area** – People in area (Estimate accepted).
Evacuated – Only the people who have left the affected area voluntarily or under evacuation order. (Estimate accepted).
Evacuation – Select/click on the appropriate evacuation type from the drop-down box (**None, Voluntary or Mandatory**)
- (09) **Shelters** – provide numerical values for: - **# Open** and **Current # of Shelterees**. (Estimate for Shelterees accepted).
- (10) **Number of Injured, Missing, and Dead** – Enter numerical values for each as appropriate.

Numbers 11 through 14 are only to provide an overview of damage for potential Individual and Public Assistance. This does not replace submitting the Initial Damage Assessment Report (IDA). The IDA Report is to be submitted within the first 72 hours of the event.

Definitions/Guidelines of Damages

Destroyed – Item/building is a total loss or is damaged to the extent that it is not usable and not economically repairable.

Major – Item/building is damaged to the extent that it is no longer useable and may be returned to service only with extensive repairs.

Guidelines:

1. **Mobile homes with plywood floors** – 6” to 2’ of water
 2. **Mobile homes with particleboard floors** – 1” to 2’ of water, for short duration flood only.
- (11) **Single Family Homes/Manufactured Homes** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*.
- (12) **Apartment Units** - Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*. (**Note: Units refer to the number of single-family residences**).
- (13) **Business/Industry** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*
- (14) **Public Buildings** – Provide numerical values for *Number Destroyed* and or *Number w/Major Damage*

Numbers 15 through 33 are to provide an overview of the impact of damage. This information is a key factor in identifying the size of the event as well as determining the scope of possible state assistance required. Select/click on the appropriate **option button (○)** for - **Major Problems, Minor Problems or No Impact** –to describe the impact on your community for each item 15 - 33. See definitions below:

Major Problems – Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to physical infrastructure.

Minor Problems – Emergency event has an impact but has not risen to the degree of Major Problem. See Major Problems.

No Impact – Emergency event has no effect on the locality to conduct or provide timely and effective emergency services.

Comments: - A 512 character comment box. Enter any other information to further explain the event. Enter as free text. (***Remember this comment box is not to be used for Request for State Assistance.***) **Requests for State Assistance must be telephoned to the VEOC at 804-674-2400 or 1-800-468-8892 or use the Online EOC Request Form to send your request electronically to the VEOC.**

Click on the **Submit** button one time only. The report is submitted to the VEOC server and entered in the local situation report database. You will receive a message on your screen that the report was “**Submitted Successfully**” and an e-mail confirming the receipt of the report along with a copy of the submitted data which you can save and/or print to your local computer. Give the system time to respond do not click the button again.

Virginia Initial Damage Assessment (IDA) Report Online Instructions

Introduction

Once an emergency or disaster situation has occurred resulting in damage to private and public (including private non-profit) property, an initial damage assessment (IDA) report is required within 72 hrs. of the event from each affected jurisdiction. Local government IDA reports should reflect, in numerical terms, damages to private and public (including private non-profit) property. Counties are reminded to include the damage in towns within your jurisdiction. **DO NOT INCLUDE** any damages to state owned property within the jurisdictions. These IDA reports will provide basis for determining whether damages are sufficient to warrant a major disaster declaration or if the state will seek outside assistance. IDA's are only preliminary estimates of the dollar amounts of damage in a jurisdiction and are not intended to take the place of local situation reports or the needs assessment reports.

This report has four major sections:

- **The identification section** determines:
 - Who you are (jurisdiction name),
 - When (date and time of report),
 - Who prepared the report (name of preparer),
 - Contact information
 - Emergency type.
- **Private property damage section**
- **Public property damage section**
- **A free text comments section**

Guide to completing an initial Damage Report

The Identification Section

Political Subdivision – This is the name of the affected jurisdiction. Click on the arrow in the drop down box, scroll to and click on your jurisdiction name.

Date/Time Report Prepared – The date and time are entered for you in the proper format. Just TAB over the two data entry fields.

Preparer – enter the name of person who filled out report.

Call Back # - Number in local EOC or location of preparer or their representative on a 24-hour basis.

Fax # - Fax Number in local EOC (Optional)

E-Mail – Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending an email confirmation report back to the jurisdiction showing the data submitted to the VEOC.

Emergency Type – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.) Click on the arrow on drop down box and click on the appropriate Emergency Type. IF Other is selected in the drop down list; please enter the Emergency Type in the Specify field.

Private Property Section (Primary)

Definitions: Use the following definitions in determining the number to enter in each of the data entry fields in this section for each Category:

- **Destroyed** - Item/building is a total loss or is damaged to the extent that it is not usable and not economically repairable.
- **Major Damage** - Item/building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.
- **Minor Damage** - Item/building is damaged and can be used under limited conditions, may be restored with minor repairs.
- **Affected Habitable** - Some damage to structure and suspected damage to contents. Structure is usable without repairs. (Minor basement flooding,, water damage to furniture, shingles blown off; etc.).
- **Dollar Loss** – Estimate the total dollar loss for all the items in the category.

Category A (Residential/Personal) – Enter a number in each of the four data entry fields as determined by the above definitions as to the type of damage to residences to include houses, manufactured homes, apartments and duplexes (the number of family units affected by the type of damage). Any blank fields are defaulted to zero (0). In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

- A** Residence
- B** Personal vehicles
- C** Recreational Boats
- D** Private Piers, Docks & seawalls
- E** Private bridges (maintained by homeowner)

Therefore: **Category A Dollar Loss** = **A + B + C + D + E**

Category B (Business/Industry) –In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

Therefore: **Category B Total Dollar Loss** = **A + B + C + D + E +F + G**

Any blank fields are defaulted to zero (0).

- A** Industrial plants **D** Commercial Boats **G** Utilities (Electricity, gas
- B** Businesses **E** Piers, Docks, Seawalls, etc phone, etc.)
- C** Commercial Vehicles **F** Equipment Inventory

Category C (Agriculture) – Enter a number in each of the four data entry fields as determined by the above definitions as to the type of damage to residences to include farm houses, manufactured homes, and duplexes located on farms. Any blank fields are defaulted to zero (0). In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of each of the following:

A Residence

B Crops

C Farm Buildings

D Equipment

E Live Stock & Poultry

F Fencing

G Other (Any other agriculture damage dollars not mentioned)

Therefore: **Category C Total Dollar Loss** = **A + B + C + D + E + F**

Any blank fields are defaulted to zero (0). A good source for agriculture damage estimates is your County Agriculture Extension Agent.

Public Property Section (Includes Eligible Private Non-Profit Facilities)

Category A (Debris Removal) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss of

for debris removal for each of the following:

A On Public Roads/Streets maintained by your jurisdiction

B On Other Public Property

C On Private Property

D Structural Demolition

E Other (Any Other Debris Clearance measures not mentioned)

Therefore: **Category A Total Dollar Loss** = **A + B + C + D + E**

Any blank fields are defaulted to zero (0).

Category B (Emergency Protective Measures) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

A Life & Safety (PD, Fire, Rescue costs)

B Property (Barricading & Sandbagging)

C Health (Pumping and rodent/insect control)

D Stream Drainage Channels

E Other (Any Other Protective measures not mentioned)

Therefore: **Category B Total Dollar Loss** = **A + B + C + D + E**

Any blank fields are defaulted to zero (0).

Category C (Roads and Bridges - Maintained by Local Govn't) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A** Roads/Streets (Locally Maintained)
- B** Bridges (Locally Maintained)
- C** Culverts (Locally Maintained)
- D** Sidewalks
- E** Other (Any Other Road Systems not mentioned)

Therefore: **Category C Total Dollar Loss = A + B + C + D + E**

Any blank fields are defaulted to zero (0).

Category D (Water Control Facilities) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A** Dams
- B** Dikes, Levies
- C** Drainage, Irrigation
- D** Other (Any Other Water Control Facilities not mentioned)

Therefore: **Category D Total Dollar Loss = A + B + C + D**

Any blank fields are defaulted to zero (0).

Category E (Public Buildings and Equipment) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A** Publicly Owned Buildings
- B** Supplies/Inventory
- C** Vehicles/Other Equipment
- D** Transportation Systems (Local Busses, Vans, etc.)
- E** Other (Any Other Public Buildings and Equipment not mentioned)

Therefore: **Category E Total Dollar Loss = A + B + C + D + E**

Any blank fields are defaulted to zero (0).

Category F (Public Utilities) – Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

- A** Water Systems
- B** Sanitary/Sewage Systems
- C** Storm Drainage Systems
- D** Electrical Power (Owned by Local Government)
- E** Other (Any Other Public Utility Systems not mentioned)

Therefore: **Category F Total Dollar Loss = A + B + C + D + E**

Any blank fields are defaulted to zero (0).

Category G (Parks and Recreational Facilities – Owned and maintained by Local Government) –

Enter an estimate of the total dollar loss for this category. A blank field assumes no dollar loss or encumbrances in this category. In the Dollar Loss field, enter the estimated total dollar loss calculated by summing the dollar loss attributed to each of the following:

A Park Facilities

B Recreational Facilities

Therefore: **Category G Total Dollar Loss = A + B**

Any blank fields are defaulted to zero (0).

Free Text Comments Section

Enter any other information to further explain the event. Enter as free text.

(Remember this comment field is not to be used for Request for State Assistance – use the Online EOC interactive Resource Request Form or call the VEOC (804 674-2400) to request assistance.

Send Request to VEOC – Click on the **Submit** button. The report is submitted to the IDA database in the VEOC. You will also receive an e-mail confirming the receipt of the report along with a copy of the submitted data. The e-mail is sent to the e-mail address entered on the online form.

Virginia Resource Request Online Instructions

Introduction

During an emergency or disaster, local government agencies must understand how to request specific kinds of resources in order to receive proper assistance in a timely manner.

Frequently, requests made to the state are too general, and as a result, victims do not receive the right kind of help or experience extreme delays in receiving it. Being specific in asking for help will ease suffering and directly help victims begin the recovery process.

This form will assist jurisdictions in deciding and requesting the **Size**, **Amount**, **Location**, **Type** and **Time** of a needed resource. A jurisdiction can make a request in one of three ways:

- Complete the form interactively on VDEM's Online EOC via the Internet.
- Complete a copy of the form (download from Online EOC) and fax to VEOC at 804 674-2419.
- Call the VEOC (804 674-2400) and make a request using the form as a guide to have necessary information available when making a call.

This resource request form has three major sections:

- **The identification section** determines:
 - Who you are (jurisdiction name)
 - When (date and time of report)
 - Who prepared the report (name of preparer)
 - Contact information
 - Emergency type.
- **The request for resource section**
- **A free text comments section**

Definitions of the Resource Request Form's Individual Data Entries in order of data entry

The Identification Section

Political Subdivision – This is the name of the affected jurisdiction. Click on the arrow in the drop down box, scroll to and click on your jurisdiction name.

Date/Time Report Prepared – The date and time are entered for you in the proper format. Just TAB over the two data entry fields.

Report - Click on the appropriate option button () for the type of report (Initial or Update Request)

Preparer – Enter the name of person making the resource request.

Agency - Agency/department within jurisdiction making the resource request.

Call Back # - Number in local EOC or location of preparer or their representative on a 24-hour basis.

Fax # - Fax Number in local EOC

E-Mail – Enter the e-mail address of the EOC or person preparing report. This e-mail address will be used for sending an email confirmation report back to the jurisdiction showing the data submitted to the VEOC.

Emergency Type – What has happened or is happening in your jurisdiction that requires an emergency response. (Tornadoes, hurricane, fires, rail road accident, flooding etc.)

Click on the arrow on drop down box and click on the appropriate Emergency Type. **IF**

Other – is selected in the drop down list, please enter the Emergency Type in the **Specify** field.

Request for Resource Section

Resource – Enter what you want – generators, trucks, blankets, sand bags, water, etc.

Size – Specify what size – 60 kw, 18-wheelers, large, small, etc.

Amount – How much or many do you want -- 2 trucks, 1500 meals, 10,000 gal, etc.

Location – Where do you want resource delivered – to the shelter, to the nursing home (give name and address – be specific).

Type – Additional information on resource – portable, refrigerated, wool, MRE's, etc.

Time Desired – When do you want the resource to be available/delivered?

Comments Section

Enter any other information to further explain the request as free text.

Send Request to VEOC - Click on the **Submit** button. The report is submitted to the Resource Request database in the VEOC. You will also receive an e-mail confirming the receipt of the report along with a copy of the submitted data. The e-mail is sent to the e-mail address entered on the online form.

Communications

The VEOC works with Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES) during local, regional, and national civil emergencies and natural disasters. ARES consists of licensed amateurs who volunteer their services and equipment for communications duty when disaster strikes. RACES is administered by local county and state emergency management agencies and is supported by FEMA. RACES provides radio communications for civil preparedness purposes only during local, regional or national civil emergencies and natural disasters. The VEOC maintains an amateur radio station, staffed and maintained by volunteer licensed radio operators.

VDEM Mobile Command Post (MCP) and two communications trailers are additional resources available for deployment in support of an incident. The MCP provides network connectivity to the VEOC, radio communications with VDEM field units and on-scene support units, Virginia State Police, US Coast Guard, and some limited communications (SIRS and EMS Statewide) with localities. The MCP has a conference/policy room that can be converted into two work stations, a communications room, six work areas that can support a minimum of three telephones, a modem and a laptop computer for each work area. Additionally, the MCP is equipped with a generator and can be connected to commercial power for long-term deployments. In the future, an additional command post (trailer) will be stationed in Southwest Virginia that will support several workstations and provide limited on scene communications support.

The two communications trailers provide limited working space primarily for communications support. The trailers are equipped with telescopic towers to mount antennas for various radio communications. Both trailers are equipped with generators and air conditioning.

Two cases of portable radios are available for deployment with the MCP and communications trailers for use in the field.

The MCP and/or communications trailers may be requested through the VEOC.

Integrated Flood Observing and Warning System (IFLOWS)

Introduction

Have you ever seen one of these gadgets growing out of the ground in Virginia? It is about ten feet tall and one foot in diameter with an antenna and solar panel attached to it. You can see it along rural roads, along mountaintop roads and hiking trails, and at some Soil and Water Conservation District dam sites. This gadget is an IFLOWS monitoring rain gauge. It contains a tipping mechanism (tipping bucket) at the top and in the lower two feet of the enclosed pipe buried in the ground is a radio transmitter. Each tip of the tipping bucket measures 1 millimeter (0.04 inch) of rainfall. At some sites a pressure transducer is installed in the normal pool area of reservoirs to measure the depth of water (in 0.10 feet precision) above the transducer.

Program History

IFLOWS had its beginning after the severe flooding of 1977 along the borders of the tri-state area of Kentucky, Virginia, and West Virginia. Because of this disastrous event, the National Weather Service (NWS) developed the National Flash Flood Development Program in 1978. The concept of the Integrated Flood Observing and Warning System was initiated and has been developed extensively since then. The goals of the IFLOWS Program are to substantially reduce the annual loss of life from flash floods, reduce property damage, and reduce disruption of commerce and human activities. To develop the IFLOWS concept, the NWS began a joint effort with the previously mentioned states in the Appalachian Region of the United States to undertake the establishment and development of a flash flood warning system to improve flood-warning capabilities in that region.

The system began as a prototype in 1980 in a 12-county pilot area using computers, communications, rainfall sensors, and specialized software to monitor rainfall to provide early warning of flash floods to the jurisdictions. The pilot area was selected because of its susceptibility to flash flooding, its lack of existing flood warning systems, and the availability of communications circuits to tie the tri-state area together.

The NWS completed the Prototype system in 1981, and work began on expanding the system in the three original states and on developing IFLOWS in Pennsylvania and Tennessee. The expansion was targeted to implement IFLOWS in approximately 120 counties in the multi-state area.

In 1985, Congress approved an amendment to a continuing resolution, which earmarked additional funding specifically for expansion of IFLOWS in areas hit by the devastating floods of November 4-5, 1985. This area encompassed 29 new counties in West Virginia and numerous counties in Virginia and Pennsylvania, which were declared disaster areas. It was also expanded to include counties in North Carolina and New York with a past history of serious flash flooding problems.

While resource limitations have restricted additional expansion of direct NWS support for new IFLOWS installations, IFLOWS technology has now spread well beyond the seven original states. Numerous communities and state and federal agencies are now linked in a wide area communications network using this technology. The IFLOWS network connects numerous flood-warning systems and integrates and shares information from approximately 250 computers and 1500 sensors in 12 states.

The Virginia IFLOWS Network

In Virginia, the IFLOWS program is a joint venture of the NWS, the state, and the local participating jurisdictions. The NWS has provided program management at the national level, including funds for software development, communications design and capital equipment costs (computers, radio equipment, rain gauges, etc). Currently the NWS is providing funds for the life-cycle replacement of equipment.

The state, through VDEM, provides a program manager and assistant manager to coordinate all activities between the NWS, the local jurisdictions, and other state and federal agencies. The state also provides the communications maintenance support and operations of the central computer. The Virginia State Police Communications Division maintains all of the radio/microwave communications equipment, and a private contractor maintains the rain gauge equipment in the field.

Each participating local jurisdiction provides a flash flood coordinator, usually the Emergency Management Coordinator. The locality also provides a location for the computer and communications equipment (radio receivers and transmitters). The local jurisdiction is also responsible for the most critical item in the system – the **Emergency Response Plan** – to deal with the expected flooding situation. Without a well-planned response, the early warning of a potential flood disaster is useless.

In Virginia, IFLOWS is installed in 38 jurisdictions of the Blue Ridge Mountains from Lee County in southwestern Virginia to Warren County in the northwestern area of the state. There are a total of 252 rain sensors and 50 stream sensors scattered over this area. Also in these 38 jurisdictions is an IFLOWS communications system that utilizes VHF radio/microwave communications technology to carry a voice network. This network consists of the 38 localities, the VEOC; and the NWS offices in Virginia. Dual - and - party line service is available.

There are also about 30 read-only systems installed at various industries, educational, government, and private locations. These systems are not on the IFLOWS communications backbone; however, IFLOWS software is running on these systems and radio receivers intercept the backbone frequency and receive and store the data in the IFLOWS database running on the computer. By moving inventory and equipment, millions of dollars have been saved by industry that monitors the data routinely.

How IFLOWS Works

A rain gauge consists of a ten-foot - by one-foot - diameter pipe enclosed on one end. The pipe houses a screened funnel to collect rainfall, a tipping bucket which measures each millimeter or 0.04 inch of rain and a VHF radio transmitter to send the tip counter number and gauge identifier to either a mountaintop receiver or repeater or to a county receiver/computer system.

Stream gauges consist of a pressure transducer placed in the stream, gauge house stilling basin or reservoir that measure the changes in water depth. The depth changes are transmitted by VHF radio to a receiving computer system, and the depth and time are recorded in the database. Usually rain gauges and stream gauges are collocated at the same site, using only one transmitter to send the gauge data readings.

In Virginia, the radio messages are received in real time at the county sites and passed on to a computer, which processes the signal into useful information and posts it to the computer's IFLOWS database. When polled by the central computer at the Virginia State Police (VSP) Communications tower building, the county computers send new data to the central site via the VSP microwave system. The central site computer receives and posts the information in its database along with data from other states and at 15-minute intervals rebroadcasts the data to the IFLOWS world. Counties not able to directly receive the data from the gauges can receive and store distant data in their database for analysis. For instance, a county can receive and store data from all the locations in Virginia, West Virginia, Kentucky, Tennessee, and North Carolina because of gateways set up between the other states. In other words, the system can operate as a stand-alone system, or can integrate as many jurisdictions (computers) as the system operator desires.

The IFLOWS software also monitors the data as it is received and issues audible warnings when thresholds are exceeded. Percentages of the NWS Flash Flood Guidance and stream or reservoir depths can be set by the jurisdiction coordinator to be warning levels. The NWS issues the guidance that is the amount of rainfall to begin small stream flooding in 1 hour, 6 hours, 12 hours and 24 hours. Using these as upper values for warning levels, the coordinator can set percentages for the levels of warning he/she desires.

IFLOWS data is available on the Internet at the following address: www.afws.net.

Dam Safety

There are approximately 1600 dams within the Commonwealth of Virginia. Of those, the Commonwealth of Virginia through the Dam Safety Division of the Department of Conservation and Recreation regulates 1300. The size, ownership, purpose and potential danger are factors in determining which dams are subject to regulation under the Virginia Dam Safety Act. In general, a dam is excluded from the Act if it meets any of the following conditions:

- Is less than 6 feet high
- Has a capacity of less than 15 acre-feet
- Is Primarily agricultural and less than 100 acre-feet
- Is owned or licensed by the federal government
- Is operated for mining purposes

Dams are classified by the potential threat they pose on the public if they were to experience a catastrophic failure or serious malfunction. A Class I dam (approx. 150 in the State) would result in probable loss of life and excessive economic loss except to the owner. A Class II dam (approx. 270 in the State) would result in possible loss of life and appreciable economic loss. A Class III dam (approx. 740 in the State) would cause no loss of life and no economic loss except to the owner.

Owners of Class I, II and III dams are required to file an Emergency Action Plan with the Dam Safety Division, the Virginia Department of Emergency Management, and the local government representative. The purpose of an Emergency Action Plan is to facilitate the evacuation of downstream residents and reduce downstream property loss.

Search and Rescue

The Search and Rescue (SAR) Program is coordinated by the Virginia Department of Emergency Management (VDEM). This program includes the response, coordination, and training of resources for missing person searches on the ground in wilderness, rural, urban, and suburban environments, and the coordination of air searches for missing persons and missing or overdue aircraft within the Commonwealth. VDEM does not currently coordinate, on a regular basis, or conduct any training for Disaster/Urban SAR, Technical Rescue or Swift Water Rescue. However, VDEM's SAR program does keep a list of some of these providers across the state.

VDEM is designated as the state's emergency coordinating agency by Title 44, Chapter 3.2, Commonwealth of Virginia Emergency Services and Disaster Laws. This has traditionally included the coordination of many resources including volunteer SAR resources used to support local government emergency operations. The resources that VDEM currently coordinates include trained volunteers who perform foot search, man tracking or sign cutting, SAR incident management, technical and semi-technical rescue (including cave rescue), dog handling (which includes using air-scent or tracking/trailing dogs), and limited mounted search (horses and ATVs).

It is written in the Commonwealth's Emergency Operation Plan and understood by VDEM and SAR that:

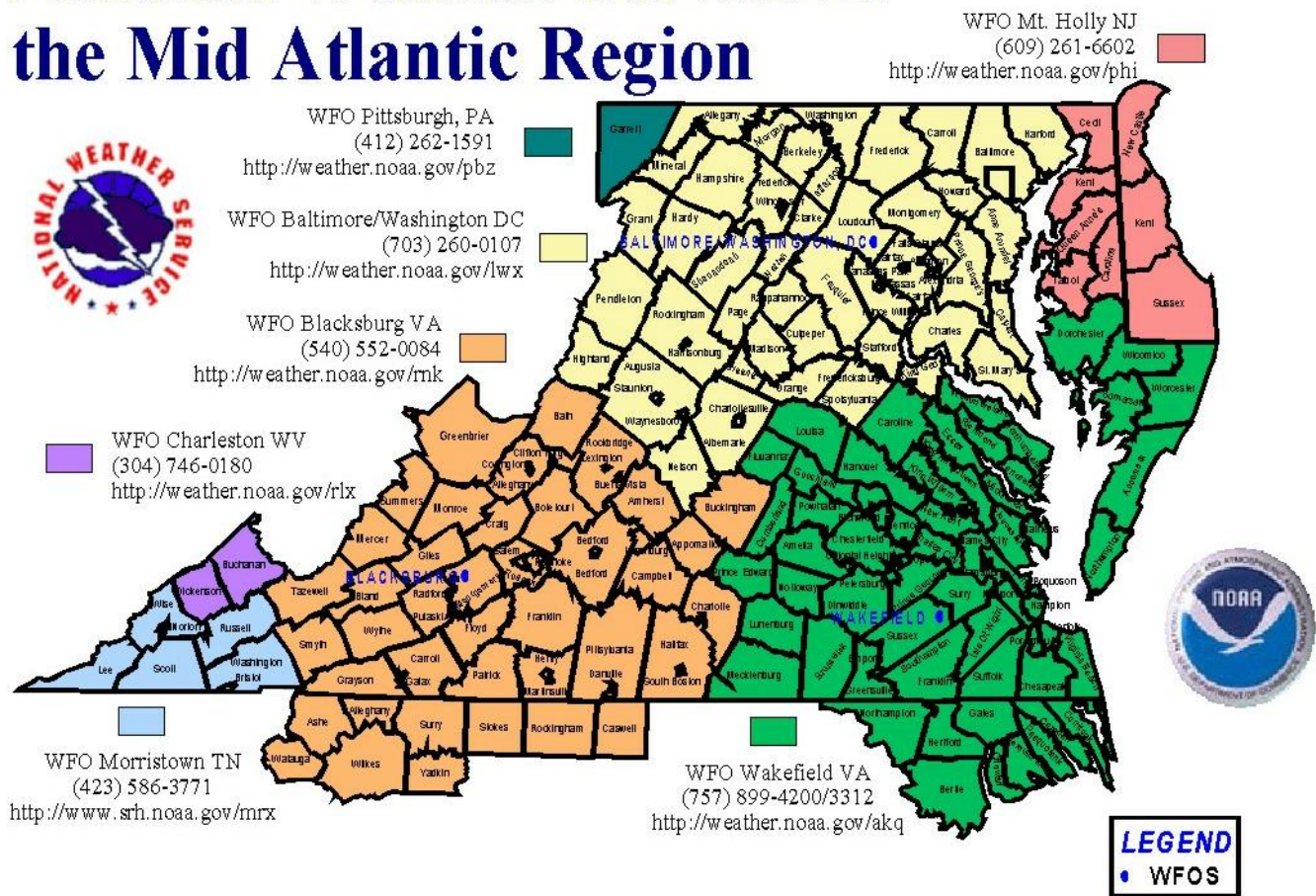
- A local government's chief law enforcement officer is typically responsible for missing persons SAR operations in their jurisdictions,
- They will respond within the scope of local capability,
- They will support other SAR incidents in adjacent jurisdictions when requested, and in accordance with existing local agreements and abilities.
- Requests for state SAR assistance to a locality must come from the chief law enforcement officer or local SAR coordinator of the requesting jurisdiction.
- Assistance may include technical advice, but most often is in the form of ground resources to supplement local manpower and expertise.

SAR training sponsored by VDEM is offered to all volunteer groups and jurisdictional personnel for minimum or no cost, based on funding and adjunct instructor staff availability. This training creates the ability for resources to work together for the common good of the missing or injured subject. Groups who have taken this training are able to communicate and integrate efficiently to create a professional SAR environment through their shared knowledge, common forms and the utilization of consistent standards for performing various SAR activities. All volunteer SAR groups work for VDEM through agreement and must meet standards and group performance minimums before they can sign on to respond through a Memorandum of Understanding (MOU) with the department.

National Weather Service (NWS) Information

The Virginia Department of Emergency Management (VDEM) uses the National Weather Service (NWS) as the official source of forecast, watch and warning information for the Commonwealth of Virginia. Five NWS Weather Forecast Offices (WFO) serve Virginia – Sterling, Wakefield (State Liaison Office), Blacksburg, Morristown, (TN) and Charleston, (WV). The service areas and contact information for each NWS office are shown on the map below.

National Weather Service in the Mid Atlantic Region



As the map above shows, each NWS WFO has its own web site, which contains all current forecast, watch and warning information. These web sites are updated routinely, and on an as needed basis. In addition, WFOs Wakefield, Sterling and Blacksburg have created web pages dedicated to emergency managers and their weather information needs. Emergency management personnel are encouraged to use these web sites on at least a daily basis, as they provide a comprehensive weather briefing. The web links for these pages are provided on the following page.

WFO Wakefield EM Page:

<http://www.erh.noaa.gov/er/akq/empage.htm>

WFO Sterling EM Page:

<http://www.erh.noaa.gov/er/lwx/em.htm>

WFO Blacksburg EM Page:

<http://www.erh.noaa.gov/er/akq/empage.htm>

The Warning Coordination Meteorologist (WCM) at each NWS WFO is the emergency manager liaison for state and local emergency managers in that WFO's area of responsibility. The table below contains contact information for the WCM, and other important contact points at each NWS WFO serving Virginia. Localities are encouraged to use the appropriate NWS WFO, and their personnel, for your weather and climate-related information needs.

NATIONAL WEATHER SERVICE STERLING, VA			
NOAA/National Weather Service 44087 Weather Service Rd. Sterling, VA 20166		ADMIN - (703) 260-0107 24 Hour - (703) 260-0209 (Unlisted, do not distribute) FAX - (703) 260-0809	
MIC	Jim Travers	(703) 260-0107 x222	james.travers@noaa.gov
WCM	Dave Manning	(703) 260-0209	david.manning@noaa.gov
SOO	Steve Zubrick	(703) 260-0107 x224	steven.zubrick@noaa.gov
HYD	Rich Hitchens	(703) 260-0107 x231	richard.hitchens@noaa.gov
Web Site - http://weather.noaa.gov/lwx/			
NATIONAL WEATHER SERVICE WAKEFIELD, VA			
NOAA/National Weather Service 10009 General Mahone Hwy. Wakefield, VA 23888-2742		ADMIN - (757) 899-4200 (Menu/Ring Through) 24 Hour - (757) 899-2415 (Unlisted, do not distribute) FAX - (757) 899-3605/5107 (Office/Operations)	
MIC	Tony Siebers	(757) 899-5730 x222	anthony.siebers@noaa.gov
WCM	Bill Sammler	(757) 899-5732 x223	william.sammler@noaa.gov
SOO	John Billet	(757) 899-5731 x224	john.billet@noaa.gov
HYD	Keith Lynch	(757) 899-5730 x238	keith.lynch@noaa.gov
Web Site - http://weather.noaa.gov/akq/			
NATIONAL WEATHER SERVICE BLACKSBURG, VA			
NOAA/National Weather Service VA Tech Corporate Research Center 1750 Forecast Drive Blacksburg, VA 24060		ADMIN - (540) 552-0084 24 Hour - (540) 552-1535 (Unlisted, do not distribute) FAX - (540) 552-1650	

MIC	Dave Wert	(540) 552-0084	david.wert@noaa.gov
WCM	Hendricus Lulofs	(540) 552-1613	hendricus.lulofs@noaa.gov
SOO	Steve Keighton	(540) 552-1613	stephen.keighton@noaa.gov
HYD	Mike Gillen	(540) 552-1341	michael.gillen@noaa.gov
Web Site - http://weather.noaa.gov/rnk/			
NATIONAL WEATHER SERVICE MORRISTOWN, TN			
NOAA/National Weather Service 5974 Commerce Blvd. Morristown, TN 37814		ADMIN - (423) 586-3771 24 Hour - (423) 586-8400 (Unlisted, do not distribute) FAX - (423) 586-4931	
MIC	Jerry McDuffie	(423) 586-6429	jerry.mcduffie@noaa.gov
WCM	Howard Waldron	(423) 586-8706	howard.waldron@noaa.gov
SOO	Steve Parker	(423) 586-9040	steven.parker@noaa.gov
HYD	Brian Boyd	(423) 586-2296	brian.boyd@noaa.gov
Web Site - http://www.srh.noaa.gov/mrx			
NATIONAL WEATHER SERVICE CHARLESTON, WV			
NOAA/National Weather Service 400 Parkway Rd. Charleston, WV 25309		ADMIN - (304) 746-0180 (Menu/Ring Through) 24 Hour - (304) 746-0188 (Unlisted, do not distribute) FAX - (304) 746-0193 (Office/Operations)	
MIC	Alan Rezek	(304) 746-0173 x222	alan.rezek@noaa.gov
WCM	Dan Bartholf	(304) 746-0175 x223	daniel.bartholf@noaa.gov
SOO	Jeff Hovis	(304) 746-0174 x224	jeffrey.hovis@noaa.gov
HYD	John Sikora	(304) 746-0189	john.sikora@noaa.gov
Web Site - http://weather.noaa.gov/rlx/			

Preparedness, Training and Exercise Division

The VDEM Preparedness, Training and Exercise Division aids local governments and state agencies throughout Virginia by developing comprehensive and up-to-date emergency response plans. The Division also oversees the coordination of a variety of agency-sponsored training and coordinates registration for a number of courses conducted at the FEMA Emergency Management Institute.

The Preparedness, Training and Exercise Division consists of the following branches:

- **Local Planning Assistance**
- **State Planning and Special Projects**
- **Radiological Emergency Preparedness**
- **Chemical Emergency Preparedness**
- **Hurricane Preparedness**
- **Emergency Management Training and Exercises**

When preparing for disasters, stress the importance of all-hazards planning. To plan for managing the consequences of emergencies and disasters that occur from any hazard, the approach is basically the same. The protective actions and emergency support functions are the same whether the damage is caused by a natural hazard, such as a tornado or a flood, or by an intentional or unintentional man-made hazard, such as structural failure, hazardous substances or terrorist actions.

Through all-hazards planning, training and exercises, the state is one step closer to gaining full control of a disaster or emergency.

Local Planning Assistance

Local Planning Assistance (LPA) helps local jurisdictions in maintaining their Emergency Operations Plans (EOP). The LPA program provides a review and comment for local EOP's submitted as well as a sample or template plan to assist jurisdictions in need of this tool

Local Planning Assistance (LPA) Program

The Code of Virginia requires each city and county to develop and keep a “current” emergency operations plan. The LPA program provides assistance to local governments in the process of developing and adopting an EOP. Depending upon the resources within its area, a locality may need to develop expanded operational plans for specific hazards such as nuclear power stations, facilities that store or produce hazardous materials, or areas exposed to hurricane storm surges. LPA works with the hazard-specific planners to coordinate these documents. In 2002, LPA began managing the federal All-Hazard Planning Grants to Local Governments.

Funds for Local Planning

Local governments may use the Local Emergency Planning Grant (LEMPG) for updating or revising EOP's.

State Planning and Special Projects

State Planning

The Code of Virginia requires the development and maintenance of a comprehensive Emergency Operations Plan (EOP). The Basic Plan contains the concept of emergency operations and assigns tasks and responsibilities to state agencies and affiliate organizations. The Basic Plan (Volume 1 of the State EOP) is adopted by Executive Order signed by the Governor.

There are other federal and state authorities that require state-level plans to address specific hazards. Therefore, the state publishes seven volumes in addition to the Basic Plan. The set of eight volumes is the combine State EOP. Some of the plans are posted on the VDEM website; others are available from program managers.

- Volume 1- The Basic Plan
- Volume 2- Disaster Recovery
- Volume 3- Radiological Emergency Response
- Volume 4- Oil and Hazardous Materials Emergency Response
- Volume 5- Virginia Hurricane Emergency Response
- Volume 6- Hazard Mitigation Management
- Volume 7- Virginia Department of Transportation Emergency Operations
- Volume 8- Terrorism Consequence Management

The State Planning staff coordinates updates and revisions of the State EOP, and the development of new sections of the plan. Recent sections include functional annexes for energy and for animal control, and a new hazards specific volume for Drought Management.

Statewide Mutual Aid (SMA)

Virginia has developed a statewide mutual aid system that establishes the policies for requesting, utilizing and reimbursing resources from another Virginia locality. Each local government joins the system by a resolution of adoption. The activation point for SMA is the Virginia EOC.

Emergency Management Assistance Compact

The Emergency Management Assistance Compact (EMAC) provides form and structure to interstate mutual aid. It establishes procedures whereby a disaster impacted state can request and receive assistance from other member states quickly and efficiently. It resolves two key issues up front: liability and reimbursement.

- The requesting state agrees to assume liability for out-of-state workers deployed under EMAC.
- The requesting state agrees to reimburse assisting states (once proper, EMAC-specific documentation is provided) for all deployment-related costs.

EMAC was implemented on a major scale in response to the Florida Wildfires and Hurricane Georges in 1998, Hurricane Floyd in 1999, and the New York World Trade Center attacks in 2001.

EMAC Member States:

Current total membership-45 states and two territories, with the exception of California and Hawaii, all remaining states and U. S. territories are members of the EMAC.

Standard Operating Procedures:

States may only request EMAC assistance or respond to a request for EMAC assistance with the permission of the governor. Under terms of EMAC, interstate mutual aid should only be sent from, or received by, states whose legislatures have enacted the compact into law.

Each member state has a succession of authorized contacts that can implement EMAC.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the emergency management director or other authorized representative of the affected state may request the deployment of an EMAC Forward Team (A-Team), which will coordinate EMAC request/assistance.

Donations Management

Donated goods can quickly overwhelm the emergency management of an impacted locality. VDEM now coordinates a variety of efforts to assist jurisdictions. VDEM can operate donations hotlines to solicit necessary goods and, as is preferable, cash donations. VDEM has immediate access to centralized resources of public information and can head off the flow of unwanted goods and services before they arrive at a response area.

Additionally, VDEM will coordinate the timely dispatch of trained advisory teams to impacted areas to help organize the receipt, cataloging, storage and distribution of donated goods. These teams will link up with identified local service and faith-based organizations to develop the core of a Disaster Recovery Task Force. Volunteer management, can also be coordinated by these groups and VDEM is able to provide training and expert advice to local jurisdictions to ensure that the potential of volunteer labor is capitalized to its fullest extent.

Cash Donations Management

VDEM has a policy for the management of funds donated for Disaster Relief Purposes (#138-02) that establishes guidelines for control over the solicitation, collection/receipt, and treatment as restricted funds, and disbursement in support of charitable purposes related to disaster relief. Any donations made for disaster relief shall be paid into the state treasury and kept in a separate VDEM account. A written receipt is provided for any donation exceeding \$25; on request of the donor a written receipt will be provided to any donor. Funds are sent to local charitable organizations involved in coordinating or providing disaster relief, including but not limited to, Local Recovery Task Forces, donor designated organizations, or other charitable organizations.

Funds are disbursed by the state as early as thirty (30) days after the disaster and at least by twelve months. The state coordinator of emergency management appoints a Donated Funds Management Committee consisting of no more than five people than have governance responsibilities necessary to properly safeguard, manage, and distribute the funds. The director of public affairs is responsible for the formulation and release of any solicitations for disaster relief purposes originating from VDEM. Other VDEM offices tasked with responsibilities related to donated funds include the divisions of planning, training and exercise and administrative services. The agency policy includes a statement of public accountability that addresses the rights of donors.

Radiological Branch

Radiological Emergency Response Program (RERP)

There are two nuclear power stations (NPS) in Virginia owned and operated by Dominion Virginia Power that produce 15%-18% of the electric power used in the state. Operating a licensed nuclear power station is a partnership between business and government because all practical efforts must be made to protect the public from potential emergencies at the stations. The RERP staff works with state agencies and local governments located within fifty miles of a NPS to develop plans and conduct training and exercises to protect residents from the potential release of radiation from the stations. Each year, Dominion Virginia Power and VDEM develop and conduct a full-scale NPS exercise that is graded by FEMA.

Radiological Training

VDEM, in cooperation with Dominion Virginia Power, conducts several functional training classes based on the state's required emergency response planning and exercises. Although classes are targeted for personnel within the Emergency Planning Zones (within 10 miles of NPS), officials from other localities may register for the classes.

A state/local Radiological Emergency Response Plan exercise is conducted annually by the Radiological Branch at one of the two nuclear power plants in Virginia. The successful completion of this exercise is required for continued federal licensing of the North Anna and Surry nuclear power stations by the Nuclear Regulatory Commission (NRC).

Calvert Cliffs (Maryland) Nuclear Power Plant

Baltimore Gas and Electric Company owns and operates the Calvert Cliffs Nuclear Power Plant (CCNPP) which is located in Maryland about 22 miles from the Virginia border. It consists of two units (Unit 1 and Unit 2) each of which includes a three-loop pressurized light water reactor nuclear steam supply system and turbine generator. Each reactor unit is designed for a net electrical output of 845 megawatts. Written agreements have been developed between the State of Maryland and the Commonwealth of Virginia to provide for timely notification, mutual support, and identification of response organizations and procedures.

Chemical Emergency Preparedness Branch

The Chemical Emergency Preparedness Branch (CEP) is responsible for providing technical assistance and support to state agencies, local jurisdictions, and associated Local Emergency Planning Committees (LEPCs) to develop, maintain, and enhance a level of preparedness to ensure an effective, efficient, and safe response to hazardous materials/terrorist incidents. This is achieved through a variety of initiatives at the state and local level, which are summarized below.

Local HAZMAT/Terrorism Planning Assistance

Local hazardous materials plans should be reviewed and updated annually, preferably after an actual event or exercise, to get the necessary input from supporting departments and stakeholders. The Chemical Emergency Preparedness Branch will provide LEPCs with technical assistance in the development/updating of their hazardous materials emergency operations plans as well as the exercising of these plans upon request.

The CEP Branch also developed a sample local Terrorism Consequence Management Plan annex to assist localities in this effort. This annex is currently being revised.

Grants

The CEP Branch also manages the U. S. DOT Hazardous Materials Emergency Preparedness Grant (HMEP) which supports LEPC plan development, updates, exercises and drills, assessments of local response capabilities, and commodity flow studies.

The CEP Branch also manages the FEMA Comprehensive Environmental Response Compensation Liability Act Grant program, which supports LEPC HAZMAT drills, as well as attendance at regional HAZMAT meetings, workshops and conferences.

State Plans

The CEP Branch is responsible for updating the Virginia Hazardous Materials Emergency Response Plan and the Terrorism Consequence Management Plan. Both plans are currently being updated. The CEP Branch has also been involved with the Virginia Department of Health, in the development of the Virginia Strategic National Stockpile (SNS) plan, which is a component of the Terrorism Consequence Management Plan. The CEP Branch also supported the Commonwealth's Foot and Mouth planning initiative several years ago.

The CEP Branch also participates in and supports the Metropolitan Medical Response System regional planning initiatives in the Hampton Roads and Richmond areas.

Capability Assessment Program

Comprehensive HazMat Emergency Response

The Comprehensive HazMat Emergency Response-Capability Assessment Program (CHER-CAP) is a technological hazards component to building more prepared communities throughout the nation. It assists Local Emergency Planning Committees in:

- Obtaining a greater understanding of HazMat risks within the community
- Identifying plan deficiencies
- Revising plans to address shortfalls
- Training first responders
- Testing the plans in a comprehensive HazMat exercise

Communities interested in participating in the CHER-CAP program must have the following:

- An active LEPC with an emergency response plan
- A commitment to participate by a local industry partner in the jurisdiction
- The commitment and involvement of a key responder agency in the jurisdiction to serve as the community lead

LEPC's interested in participating in the CHER-CAP program should contact the Chemical Emergency Preparedness Branch. The Chemical Emergency Preparedness Branch (CEP) prepares the state application each spring. Depending on the scope of the exercise, the CHER-CAP grant funds can be combined with HMGP funds if necessary.

Hurricane Preparedness

This program helps to maintain agency-specific plans and procedures to respond to a major hurricane, especially one requiring a major evacuation of storm-prone coastal areas. It also aids coastal localities with their hurricane preparedness and response programs.

Hurricane Preparedness Program (HP)

Although every locality in Virginia has felt the effects of hurricane winds or flooding, the designated risk areas for severe impact from hurricanes are nineteen localities in Eastern Virginia. The HP staff works with state agencies to assist localities in preparing for and responding to Atlantic hurricanes, and with local officials to coordinate their preparedness and response actions. The HP Manager is the state's liaison to FEMA for the federally funded Hurricane Evacuation Studies that are conducted in all east and Gulf Coast states.

Emergency Management Training

The Training and Resource Branch of the Preparedness, Training and Exercise Division coordinates the statewide emergency management training and exercise program, and publishes an annual training calendar encompassing VDEM's five major training programs: Emergency Management, Hazardous Materials, Terrorism Consequence Management, Radiological Emergency Response, and Search and Rescue.

VDEM's training page www.vaemergency.com/train at the agency's website contains course descriptions, a detailed training calendar, and either online or PDF format enrollment applications. All emergency management training is offered at no cost to the student and is open to the public. Priority for enrollment is given to local government, state-agencies, and certain volunteer group applications received by the announced deadline.

VDEM's website also offers the opportunity to subscribe to **"E-Training News"** to receive training announcements and updates on new training opportunities via e-mail. The **"Training Bulletins"** section contains information on a varied selection of individual collective and training opportunities including earning an Associate of Applied Science Degree in Emergency Management by completing emergency management training courses offered through VDEM and the Emergency Management Institute (EMI) Independent Study Program.

In addition to the published training calendar, training sessions may be delivered upon request, if funds are available. Written requests or questions should be directed to the Training and Resource Branch Chief.

Information and enrollment procedures concerning the wide range of Independent Study and on-campus training courses offered by EMI can be found at <http://training.fema.gov/emiweb/>. On-campus course enrollment applications (FEMA Form 75-5) must be sent to the Training and Resource Branch for forwarding to EMI.

Local Emergency Management Operations Course (LEMOC)

The LEMOC training course was developed by the Virginia Department of Emergency Management (VDEM) to expand upon the Integrated Emergency Management Course (IEMC), sponsored by the Federal Emergency Management Agency (FEMA). The IEMC course is conducted over four days at the Emergency Management Institute (EMI) in Emmitsburg, MD. It is an excellent program that allows local emergency managers an opportunity for detailed training in emergency response management and to evaluate their jurisdictions own emergency management and response plans. Generally, a jurisdiction moves the entire Emergency Operations Center staff to MD for the course. Being centralized and open nationally it could conceivably take, a community years to gain admission.

Recognizing the tremendous benefits of the concept, VDEM developed the LEMOC. Designed for two or three state localities each year, the LEMOC takes the training to the locality. The local EOC, the local EOP and the local resource managers are all utilized during a 2-1/2 day intensive training cycle. This training period follows some four to six months of community preparation which includes refinement of emergency plans, development of staff training programs, formation of development teams and close cooperation with a number of VDEM specialists.

The LEMOC concentrates on Virginia-specific laws, procedures and emergency operations concepts. It is targeted to local hazards, vulnerabilities and risks and can determine the viability of local plans, protocols and resource management. The LEMOC is not a state assessment tool, indeed its purpose is to show the participating community where attention needs to be directed in the development of an efficient and effective emergency response capability.

LEMOC is managed by VDEM's Training and Resource Branch and involves a significant commitment of time and effort by both the agency and the jurisdiction selected. Generally the Branch conducts only one course per year during the June time frame, thus selection for the annual course can become very competitive. A jurisdiction is selected based on an evaluation of their EOP, training, exercise, and actual disaster activity. Regional Coordinators are asked to help market and recruit prospective candidates.

National Incident Management System (NIMS)

Implementation by Local Governments

VDEM's Preparedness, Training and Exercise Division is responsible for developing a coordinated approach to the introduction of NIMS statewide. After extensive discussions with a number of state agencies the following fact sheet has been developed to assist local government and commence implementation:

Federal Fiscal Year (FFY) 2005 (October 1, 2004 – September 30, 2005) is a start up year for NIMS implementation. Full compliance with the NIMS is not required to receive FFY 2005 grant funds; however, local governments are encouraged to achieve full NIMS implementation during FFY 2005 to the maximum extent possible. Guidance concerning full NIMS implementation, required by October 1, 2006, will be released as indicated below. The following points do not represent all of the actions necessary to fully implement the NIMS; they do define all FFY 2005 NIMS compliance requirements:

- ❑ **Completing the NIMS Awareness Course: “National Incident Management System (NIMS), An Introduction” IS-700**

This independent study course developed by the Emergency Management Institute (EMI) explains the purpose, principles, key components and benefits of NIMS and is the only NIMS training currently available. This course is available on-line at <http://training.fema.gov/EMIWeb/IS/> and requires forty-five minutes to three hours to complete. IS-700 is not an Incident Command System course.

- ❑ **Formally recognizing the NIMS and adopting the NIMS principles and policies**

Local governments should establish legislation, executive orders, resolutions, or ordinances to formally adopt the NIMS.

- ❑ **Establish a NIMS baseline by determining which NIMS requirements you already meet**

It is recognized that local governments have already implemented many of the concepts and protocols identified in the NIMS. The NIMS Integration Center (NIC) was established by the Secretary of Homeland Security to provide strategic direction for and oversight of the system and its components over the long term. The NIC is developing the NIMS Capability Assessment Support Tool (NIMCAST), as web-based self-assessment system to evaluate incident response and management capabilities. This tool can assist in determining the extent to a locality is already compliant, as well as identify the NIMS requirements that are not currently met. The NIC will formally pilot the NIM/CAST with a limited number of States in 2004. Upon completion of the pilot, the NIC will provide all potential future users with voluntary access to the system.

❑ Institutionalizing the use of the Incident Command System (ICS)

Local jurisdictions must adopt the use of ICS (consistent with the concepts and principles taught by (VDEM & DHS) across the entire response system. Basic, Intermediate and Advanced ICS courses as well as ICS/EOC Interface are available from VDEM. Annual training schedule may be found at www.vacemergency.com/train.

Federal preparedness assistance will be leveraged to complete NIMS implementation by FFY 2006 (October 1, 2005). To receive FFY 2006 (October 1, 2005 – September 30, 2006) preparedness funding, the minimum FFY 2005 compliance requirements described above must be met. Applicants will be required to certify as part of their FFY 2006 grant applications that they have met the FFY 2005 NIMS requirements. By FFY 2007 (October 1, 2006), Federal preparedness assistance will be conditioned by full compliance with NIMS. Additional information about NIMS requirements and resources for achieving compliance will be forthcoming from the NIC. The NIC web page, www.fema.gov/nims/nims.shtm, will be updated regularly with information about the NIMS and further guidance for implementation.

Technological Hazards Division

The mission of the Technological Hazards Division (THD) is to administer a statewide hazardous materials emergency response program to protect human health and the environment and to ensure the safety of emergency responders from the effects of hazardous materials incidents.

The hazardous materials emergency response program exists to provide the citizens of the Commonwealth of Virginia with enhanced, state-of-the-art technical response capabilities and extensive, multi-level, broad-based environmental planning and training programs.

To ensure the Commonwealth is prepared to handle serious hazardous materials incidents, the agency trains and coordinates a statewide network of:

- Locally based Hazardous Materials Officers
- Regional Hazardous Materials Response Teams
- Local Emergency Planning Committees

This program supports the efforts of local government, fire, rescue, and police agencies (as well as the federal government and private industry) in planning for and responding to the full spectrum of hazardous materials incidents in any region of the state.

Hazardous Materials Response/Recovery

The primary function of THD is to provide assistance to local jurisdictions during a hazardous material emergency. This assistance can take several forms depending upon the incident severity and the capability of local responders.

General information on product identification, specific chemical data, or incident mitigation advice is available on a 24-hour basis from one or more of the Hazardous Materials Officers. These officers, working with other state resources, industry representatives, and technical consultants, can provide vital information to emergency responders on scene. THD operates in 8 regions across the commonwealth and these are shown at the rear of this section.

Other forms of response assistance include on-scene response by the HMOs or a regional HazMat response team. Once on a scene, these officers can provide technical assistance, advice, or serve as liaison to other state agencies or groups. These officers are prepared to conduct offensive control actions to include entry for reconnaissance, stabilization, and product confinement.

THD maintains specialized detection and monitoring equipment, specialized protective clothing, and product control devices. This on-scene response is available on a 24-hour basis throughout the Commonwealth by request through the Virginia Emergency Operations Center. On-scene response can be made by ground or air transportation.

Technological Hazardous Material Training

THD is charged with the responsibility of coordinating the development of a statewide hazardous materials training program. Emergency response personnel in the Commonwealth enjoy the benefit of a comprehensive, integrated, multi-level training program that meets the requirements of state and federal regulations along with nationally recognized standards.

Hazardous materials training for anyone who may be involved in a hazards materials incident is offered in accordance with 29CFR 1910.120, which requires various levels of training and certification for a wide range of individuals.

To respond to the training needs of fire, police, emergency medical services, and other agencies, THD offers programs throughout the state on a regular basis. In addition to the THD staff, a cadre of extensively trained adjunct instructors assists individual localities in meeting specific training needs while reducing costs to both the Commonwealth and the locality.

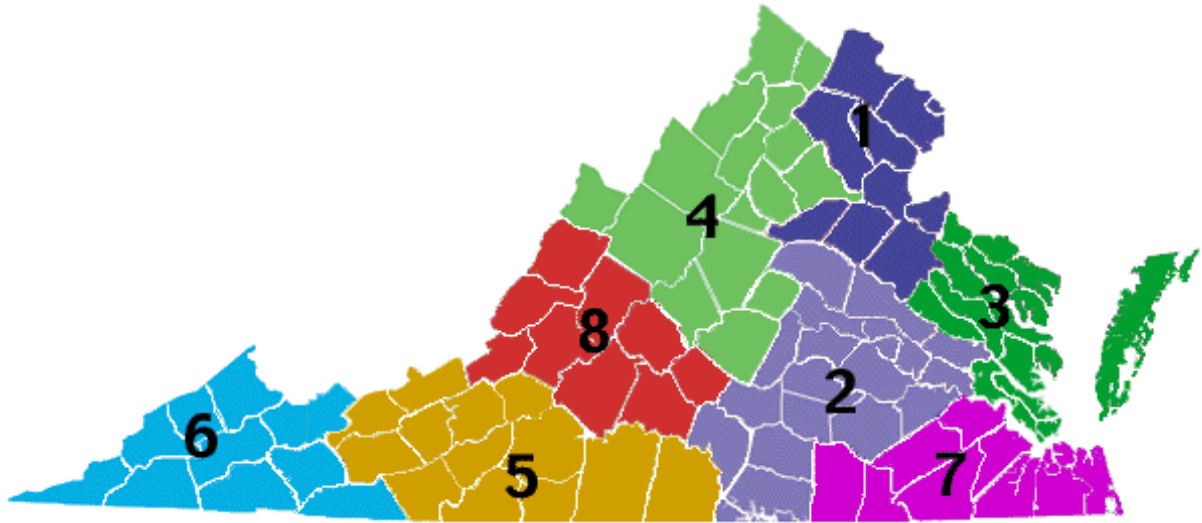
Beyond the responsibilities of emergency response, THD is available to assist with non-emergency training. This assistance includes working with the Local Emergency Planning Committees on drills and providing guidance on planning an exercise.

With the support of the State Hazardous Material Emergency Response Advisory Council, the staff of THD is continuously updating programs to ensure the training delivered is state of the art.

Technological Hazards: Environmental Programs

This office has responsibility for oversight and remediation activities of contaminated sites owned by the Commonwealth while ensuring environmental regulatory compliance for both short- and long-term projects. This office also offers technical support to the Technological Hazards Division in the form of environmental impact assessments of spills and releases and in the many training programs available.

Hazmat Geographical Response Areas



AREA 1.....	Glen Rudner, Northern Virginia
AREA 2.....	Brian Iverson, Richmond
AREA 3.....	Richard Parker, Newport News
AREA 4.....	Rob Phillips, Front Royal
AREA 5.....	Wade Collins, Danville
AREA 6.....	Jack Tolbert, Wise
AREA 7.....	Ray Haring, Virginia Beach
AREA 8.....	Tommie Crozier, Roanoke

Recovery and Mitigation Division

After a disaster occurs, the Recovery and Mitigation Division works with FEMA and other disaster assistance and recovery programs to coordinate efforts and help those individuals, businesses and jurisdictions that have been impacted. The division deals with such issues as public assistance, individual assistance, and hazard mitigation.

The following are branches of this division:

- **Public Assistance**
- **Individual Assistance**
- **Hazard Mitigation**

Public Assistance

The Stafford Act authorizes the Public Assistance Program. FEMA awards grants to assist state and local governments and certain private non-profit (PNP) entities with the response to and recovery from disasters. Specifically, the public assistance program provides assistance for debris removal, implementation of emergency protective measures and permanent restoration of infrastructure

The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process. The Federal share of these expenses cannot be less than 75% of eligible costs. The remaining 25% is a cost share between the State and the Local government. The public assistance staff in the recovery and mitigation division manages the PA Program.

Disaster Recovery Costs

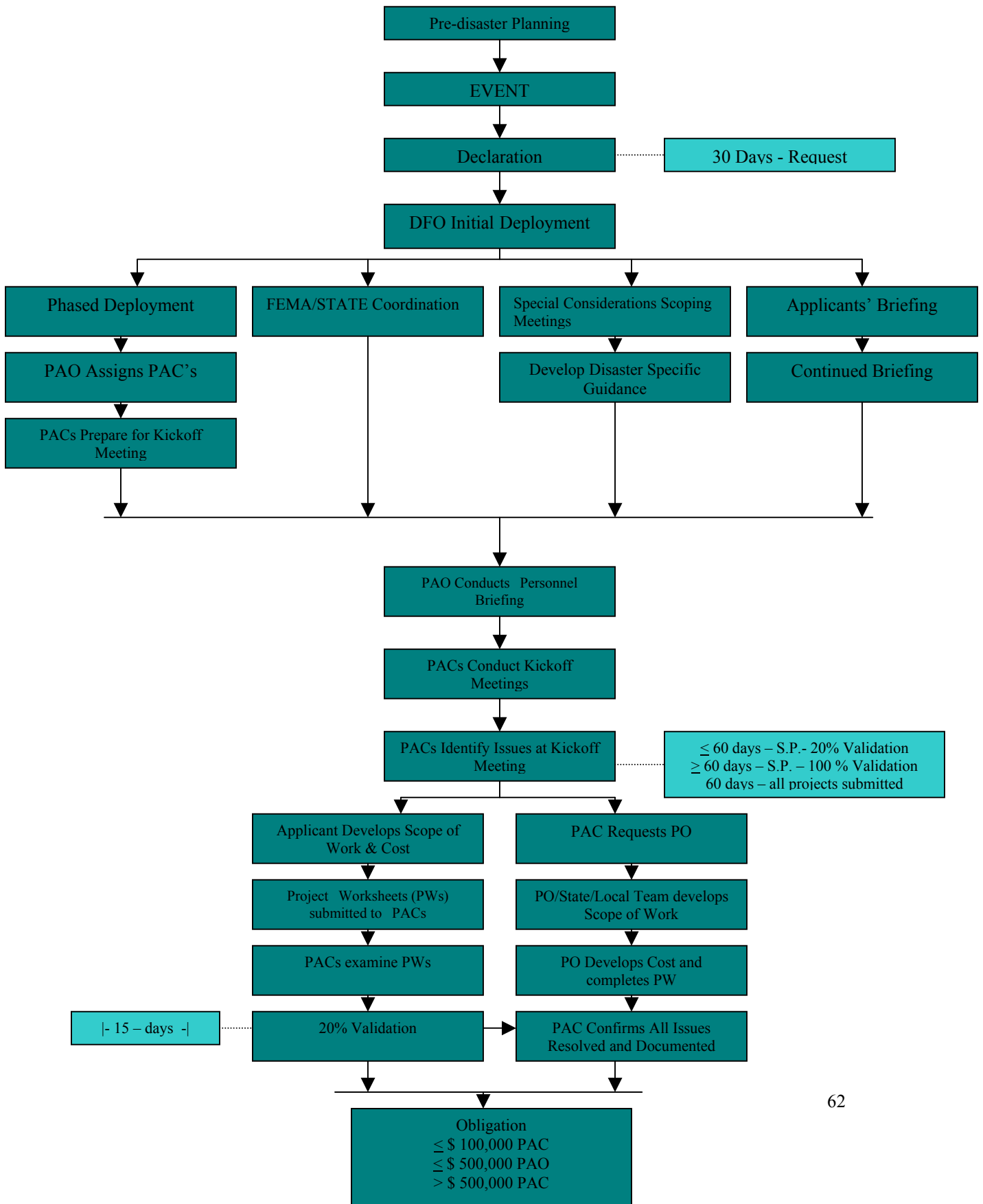
Public Assistance Program

The public assistance program is implemented through the steps listed below:

- An applicant's briefing is held.
- Potential applicants submit the *Request for Public Assistance*.
- A public assistance coordinator (PAC) is assigned to each applicant.
- The PAC holds a kick-off meeting with the applicant.
- The applicant's specific needs are identified and cost estimates developed through the project formulation process.
- Cost estimates for small projects that have been prepared by the applicant are checked through the validation process.
- FEMA approves and processes grants for the applicant's projects.

This entire process is discussed during the applicant's briefing. If your jurisdiction had damages, you will be invited to attend.

Public Assistance Flowchart



Individual Assistance - Disaster Related Human Services

Individual Emergency Assistance

Individual Emergency Assistance is the initial response to address the immediate human needs made manifest by a natural or man-made disaster. It is to be distinguished from Individual Assistance, which is a more programmatic response to address human and business recovery issues up to 18 months after the disaster.

Individual emergency assistance may be delivered by the unorganized, spontaneous response of individuals and groups as well as the organized and planned response of non-profit disaster relief organizations such as the American Red Cross and Salvation Army. Each seeks to address the clothing, feeding, shelter, medical and mental health issues of the disaster population at the onset of the disaster and often continuing through the initial phase of federal/state recovery operations.

Individual Assistance

Individual Assistance is defined as disaster aid provided to individual disaster victims including eligible businesses and non-profit organizations using federal, state, and local resources following the presidential declaration of an emergency or major disaster. It may come as financial assistance in the form of reimbursements and small grants such as rental assistance or housing repair, as well as, low-interest loans. It may also come as direct assistance in the form of goods and/or services such as temporary housing in the form of mobile homes.

Coordination of Disaster Relief

The Joint Field Office (JFO) is a joint state and federal administrative office operating within the declared disaster area and established to coordinate joint disaster recovery operations. The Federal Coordinating Officer and the State Coordinating Officer have the authority to act on behalf of the President of the United States and the Governor of the Commonwealth of Virginia, respectively.

National Processing Service Centers

After a presidential emergency or major disaster declaration, disaster victims within the declared area must register with FEMA by calling the automated toll-free teleregistration service provided by the National Processing Service Centers (NPSCs). This registration begins the process for receiving federal disaster assistance.

Disaster Recovery Centers

Disaster Recovery Centers (DRC) provide face-to-face applicant assistance to disaster victims within a specific community for a short period of time (several days or weeks). Staffed by federal and state representatives, its primary purpose is to facilitate delivery of disaster-assistance programs by fielding questions and assisting applicant registration. In addition, the DRCs can be a vehicle for developing positive community relations and assessing public information effectiveness.

Preliminary Damage Assessment (PDA) Checklist

Damage resulting from the impact of a disaster is broken down into two major categories, Individual and Public. Initial Damage Assessments and Local Situation Reports will indicate the extent of damage in each of these categories within an impacted locality.

As part of the process to obtain federal assistance for impacted localities, damage reported must be verified by local/state/federal teams. These teams are known as Preliminary Damage Assessment Teams and they will verify the extent of either Individual Damage or Public Damage.

Should a locality be selected for a PDA, the following checklist and schedule form should be used to coordinate the visit and streamline the assessment process.

Checklist for PDA Visit to Localities

A PDA may occur when a locality has reported:

- ☐ Homes or businesses destroyed or with major damage;
- ☐ Public buildings destroyed or with major damage;
- ☐ Major damages are probably not insured or under insured
- ☐ Major damage to infrastructure operated by a government, cooperative or public service authority.

A PDA may have 2 teams – for “IA” and for “PA”

- ☐ IA Team assesses damages to private property
- ☐ PA Team assesses damages to public property
- ☐ Mitigation assessors may accompany either or both teams

When a PDA team is scheduled to visit:

- ☐ Be ready as quickly as possible
- ☐ Provide a Local Contact for Team – name & phone/pager numbers
- ☐ Obtain a Copy of latest Situation Report and Initial Damage Assessment
- ☐ Provide a meeting point and directions
- ☐ Your Local Contact needs to –
 - Be aware of types of damages that have occurred
 - Be familiar with the worst impacted areas
 - Be available for entire assessment visit
 - Provide the following:
 - Vehicle and driver to take Team to the impacted areas
 - List of local officials with phone numbers
 - General demographic profile of impacted areas
 - 4 Locality maps – street names & marked impact areas
 - GPS readings of damaged areas, if available (decimal)
 - Digital photographs of damaged areas on CD, if available



**LOCAL PRELIMINARY DAMAGE
ASSESSMENT (PDA)
Schedule Form**

Jurisdiction: _____

PDA for: ☐ IA ☐ PA ☐ Both IA and PA

Local Emergency Manager: _____

Local PDA Contact Person: _____

Phone number: _____ Cell phone number: _____

Pager number: _____

Meeting place: _____

Meeting date & time: _____

Directions to meeting place:

Resources PDA Teams will need from the Local Contact Person:

- ☐ County maps – 4 copies with impact areas marked
- ☐ Incorporated town / city maps – 4 copies with impact marked
- ☐ List of jurisdiction Government Officials
- ☐ Jurisdiction Demographics Information
- ☐ 1 Vehicle with driver who knows the impacted areas
- ☐ 2 Portable radios
- ☐ GPS readings of damaged sites, if available (decimal format)
- ☐ Digital photos of damaged sites, if available (on CD)

PDA Team Contact: _____ Date: _____

Hazard Mitigation Branch

The Hazard Mitigation Branch coordinates the development and implementation of the Hazard Mitigation Grant Program (HMGP) at the state and local levels. The branch oversees development of State and Local Hazard Mitigation Planning and conducts training on Mitigation programming statewide.

The Role of the State in HMGP

- Manage the overall program within the state.
- Ensure that the FEMA Regional Director has approved the State Hazard Mitigation Plan and the state's administrative plan for implementing the HMGP.
- Establish funding priorities and select projects for funding based on those priorities.
- Solicit program interest and help potential applicants develop complete applications.
- Establish deadlines for applications.
- Provide applicants with technical assistance (mitigation techniques and/or HMGP policy).
- Forward selected projects to FEMA for final eligibility review.
- Act as grantee by receiving funds from FEMA and disbursing them to successful applicants.
- Ensure that applicants and sub-grantees adhere to all program and administrative requirements.
- Perform grantee responsibilities by monitoring the progress of projects and submitting quarterly reports to FEMA indicating the status and completion date for each approved project.

The Role of the Community Applicant/Sub-grantee in HMGP

- Submit individual project applications to the state (if the proposed measure is selected as an approved project, the applicant becomes a sub grantee).
- Develop the application and coordinate with participating homeowners and businesses who will benefit from the grant. Oversee distribution of grant funds to sub-recipients or contractors.
- Manage the approved projects(s).
- Comply with all HMGP requirements and applicable federal, state, and local laws and standards including compliance with the National Flood Insurance Program.
- Account for the appropriate use of the grants to the State grantee.
- Maintain records on the program and projects as required by law.

HMGP Frequently Asked Questions

What is the Hazard Mitigation Grant Program?

Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program (HMGP) administered by the Federal Emergency Management Agency (FEMA) provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from disaster.

Who is eligible to apply?

Hazard Mitigation Grant Program funding is only available to applicants that reside within a Presidentially declared disaster area. Eligible applicants are:

- State and local governments
- Indian tribes or other tribal organizations
- Certain non-profit organizations

Individual homeowners and businesses may not apply directly to the program; however a community may apply on their behalf.

What types of projects can be funded by the HMGP?

HMGP funds may be used to fund projects that will reduce or eliminate the losses from future disasters. Projects must provide a long-term solution to a problem. For example, elevating a home to reduce the risk of flood damages is more long term than buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. Examples of projects include, but are not limited to:

- Acquisition of real property for willing sellers and demolition or relocation of buildings to convert the property to open space use
- Retrofitting structures and facilities to minimize damages from high winds, earthquake, flood, wildfire or other natural hazards
- Development and initial implementation of vegetative management programs
- Minor flood control projects that do not duplicate the flood prevention activities of other federal agencies
- Localized flood control projects such as certain ring levees and floodwall systems that are designed specifically to protect critical facilities
- Post-disaster, building code-related activities that support building code officials during the reconstruction process

VDEM Public Affairs Office

Introduction

Disasters can take lives and destroy property in a matter of seconds. It is government's responsibility to provide timely, accurate, and appropriate emergency information to the public during a disaster. Credible, useful information helps the public prepare for and respond to disaster threats. Information also helps people recover from the devastating effects of disasters and shows them how they can mitigate their risk of future disasters.

Successful emergency management depends upon the media and other communications outlets to educate and inform citizens so they can make sound decisions. VDEM uses news releases, public-service announcements, news briefings/media interviews, a public inquiry line, an electronic newsletter and a multi-faceted website (www.vaemergency.com) to disseminate guidance and situational updates to the general public, local emergency managers, and disaster-stricken localities.

When the scope of the event moves beyond the local ability to respond, VDEM coordinates and facilitates public information activities through a Joint Information Center (JIC). This joint approach helps to ensure that the messages of all government agencies and other organizations are consistent.

The Joint Information Center

The Joint Information Center (JIC) is the focal point of emergency public information functions. The JIC might involve Public Information Officers (PIO's) from a number of jurisdictions, VDEM, state agencies such as the Virginia Department of Health, and local voluntary agencies. Once the JIC is established at the VEOC, it *will* be the official voice for the state. Designated state agency PIO's may be required to locate at the JIC while other team members operate from their local EOC's or offices. PIO's assigned to the JIC will function as part of the JIC team, not solely as representatives of their individual agencies. VDEM will be in close contact with local governments from the earliest hours of the response effort, establishing contact with all affected jurisdictions to share information and receive requests for assistance. The news media is the primary conduit of information between the JIC and the public. The Virginia Department of Emergency Management website (www.vaemergency.com) and the Virginia Public Inquiry Center (VPIC) are other avenues of public information.

VDEM Web Site

Launched in January 1996, the VDEM website links both public and emergency management professionals to vital information/resources to protect and preserve the lives and property of the Commonwealth's citizens. VDEM has secured two easily remembered addresses (www.vaemergency.com and www.virginiaemergency.com) to help make its site more readily accessible during times of crisis and promotes the first URL in all agency publications and external communications.

The site offers a number of services to keep citizens and our local government partners informed during disaster and emergency events. Emergency managers can submit situation reports, damage assessments, and requests for assistance online via the password-protected Online EOC. They can also access the Statewide Mutual Aid Implementation Guidebook and member locality roster/contacts (*Library and On-Line EOC*). Citizens and EMs alike can access VDEM situation reports, joint news releases, and event-related photos from our *Newsroom* and *Library*.

Other useful resources and features include:

- **Phone and E-Mail Contact Information for VDEM Staff** (*About VDEM*)
- **Local Emergency Managers Directory** (*Library and Online EOC*)
- **Statistical/Historical Disaster Data and State Emergency Operations Plans**
- **Online Training Registration** - more than 40 emergency management, search and rescue, technological hazards (including terrorism), and radiological emergency preparedness courses (*Training*)
- **VDEM E-Mail News Service** – Offers subscribers the opportunity to let the news come to them in the form of news releases and the *EM Update* newsletter
- **Links** to more than 50 emergency management-related sites including other state emergency management Web pages (*Links*)

Virginia Public Inquiry Center (VPIC)

The Virginia Public Inquiry Center (VPIC) provides a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. The VDEM Public Affairs Office (PAO) determines the need for a public inquiry operation in a disaster or emergency situation and initiates activation of the VPIC based on that need. VDEM also manages and coordinates staffing of the VPIC using trained volunteer operators from selected state agencies.

The VPIC serves a dual purpose. It *disseminates* information by responding to requests from the public and *gathers* information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries. If the misunderstanding indicates an isolated concern, the VPIC staff will address the matter directly with the caller. If a pattern of confusion emerges, they will notify the JIC, which then addresses the situation through the news media using traditional tools such as news releases and news conferences.

EM Update Newsletter

This biweekly electronic publication provides short, timely summaries of current emergency management issues and events and serves as a forum for innovative ideas that will aid Virginia's local emergency managers in performing their public service duties. *EM Update* is available to anyone who wishes to subscribe online to the VDEM E-Mail News Service. However, the target audience includes local emergency managers and deputy managers, hazardous materials coordinators, law enforcement, fire services, emergency medical services, state agencies, the military, search and rescue organizations, VDEM reservists, and others in the emergency management field.

VDEM PAO welcomes submissions of news briefs and story ideas for possible inclusion in this publication. Appropriate topics include regional/multi-agency partnerships, cost/resource-saving initiatives and innovative programs and training, case studies/lessons learned, new technology and recognition of professional achievements in the emergency management field. New issues are distributed biweekly on Wednesdays via e-mail. News summaries of 150-200 words in length may be submitted by close of business the previous Wednesday for inclusion in the next week's publication. Each brief should include Web links or contacts for more information.

Photo Archive

VDEM PAO maintains a comprehensive archive of emergency management photos documenting disaster preparedness, mitigation, response and recovery (including terrorism); training exercises; and first responders and agency personnel in action. The collection contains thousands of pictures from a variety of sources including agency public affairs and field staff, local government partners, and private citizens. Formats include standard prints/negatives, digital shots, and slides. However, most current photo documentation is in digital format.

How do I submit photos to the VDEM archive?

VDEM PAO is always looking for images documenting Virginia disaster history, and local emergency managers are a valuable resource. VDEM will accept photos in a variety of formats but prefer high-resolution digital photos for ease of handling, archiving, and retrieval. Photos can be easily transferred by e-mail from any location with phone service. Only a limited number of high-resolution photos can be transmitted at one time (usually about three megabytes total per transmission).

How do I obtain photos from the VDEM archive?

VDEM PAO can provide images for use in publications and presentations. Requests should be submitted at least two weeks prior to the date required.

Photos should be credited using the agency name and photographer, if applicable (i.e., VDEM Photo by *Photographer Name* or Photo Courtesy of VDEM).

NOTE: *Photo requests may not be supported during emergencies and disasters due to staffing limitations.*

Special Publications/Brochures

VDEM PAO has developed/adapted four core publications focusing on Virginia emergency management programs and hazards:

VDEM Agency Brochure

What to Do in an Emergency (Under revision to address terrorism preparedness)
Get Ready for Emergencies and Disasters: Developing Your Family Disaster Plan
(Spanish translation also available)
Hurricane: Evacuate or Stay

These publications, along with a variety of emergency preparedness/response materials from external sources, can be made available to local government coordinators (see “Publications Library” entry).

Virginia Department of Emergency Management Grants Section

The Grants Section administers the grants that are awarded to the Commonwealth by the Department of Homeland Security (DHS)/Office of Domestic Preparedness (ODP) for Homeland Security. Every year DHS awards each State grants for first responders, Citizen Corps and Law Enforcement to develop better preparedness to prevent, respond to and recover from potential acts of terrorism. The Commonwealth has designated the Virginia Department of Emergency Management as the State Administering Agency (SAA) for this grant process. The funds are passed to the local units of Government and State Agencies throughout the Commonwealth. The Grants Section acts as a liaison to DHS/ODP, ensures that the entities are following the grant guidelines set by DHS and maintains all records required to support the total grant process. The Commonwealth is the entity that has to stand the audit requirements of the Federal Government.

The Grants Section provides input to policy development for the Commonwealth and aids local governments in planning and policy development. The Grants Section gives speeches and presentations at numerous conventions and meetings. In addition to the speeches and presentations, this section provides training to grant recipients throughout the Commonwealth. This Section is responsible for developing and coordinating a number of data collection efforts by the DHS, as well as proposing new and innovative approaches to this process.

Virginia's Citizen Corps Program

Virginia's Citizen Corps Program is a major preparedness initiative of VDEM and Governor Mark Warner's volunteer initiative, Virginia Corps. The "initiative" appoints VDEM as the coordinator of Virginia's Citizen Corps' charter programs including Community Emergency Response Team (CERT), Medical Reserve Corps (MRC), Volunteers in Police Service and Neighborhood Watch. The Citizen Corps program also oversees the state and local Citizen Corps Councils.

A component of USA Freedom Corps, Citizen Corps coordinates volunteer efforts that give individuals the opportunity to help their communities prepare for and respond to emergencies. Citizen Corps fits VDEM's mission of involving citizens in preparedness activities and providing coordination for volunteer activities that make our communities safer, stronger and better prepared to respond to any emergency situation.

Citizen Corps is adapted to each locality and managed at the local level by a Citizen Corps Council that brings together leaders from the law enforcement, fire, emergency medical, emergency management, volunteer organizations, local elected officials, the private sector and other community stakeholders. These councils tailor activities to their community, building on community strengths to develop and implement a local strategy to have every resident participate in community and family safety efforts.

VDEM's Citizen Corps Program administers federal Citizen Corps funding from FEMA and the Department of Homeland Security for both CERT and Citizen Corps Councils. In addition to its charter program oversight, VDEM's program works closely with Citizen Corps' national non-profit affiliate programs and partners and those organizations that share a common goal of helping communities prevent, prepare for and respond to crime, disasters, pressing public health needs, and emergencies of all kinds.

Structure of American Red Cross in Virginia

Chapters

Within the Consortium, there are approximately 40 local chapters and 6 "AFES" or Armed Forces Emergency Services Offices (see below). A chapter is the basic organizational unit responsible for all service delivery within a jurisdiction. In Virginia, chapters generally serve anywhere from 1 - 4 counties as their jurisdiction. Chapters each have their own Board of Directors and are solely responsible for raising enough money to support their local service. All chapters are required to perform disaster relief, disaster education and promotion of International Humanitarian Law, International Tracing Services, and Emergency Communications for the Armed Forces. Chapters are highly encouraged to also provide CPR/First Aid training and to support Blood Services. All other services are "optional", meaning if there is a need in the community and a chapter is able to meet the need and can find funding; they are welcome to provide an additional service. This explains why some chapters provide services that others do not (such as Senior Citizen Transportation).

State

At the state level, the chapters are coordinated, but not governed, by an entity called the State Service Council. This group, made up of representatives from various chapters, meets quarterly and provides support, communication, etc. to the chapters, and acts as a conduit of information between headquarters and the chapters.

For additional support, each state also has a group of "State Lead Units." These are chapters with a strong expertise in a certain line of service, which offer support to the other chapters. For instance, Tidewater Chapter in Norfolk is the State Lead Unit for Disaster Services. This means when a local chapter has a large incident that exceeds its own capability, it can call the State Lead Unit for assistance. The SLU is also there for planning and preparedness assistance.

Region

Each state is then also part of a region. Regional offices are responsible for disbursing small grants to states for special projects, making recommendations for rechartering chapters, etc. Virginia is part of the Mid-Atlantic region, which recently merged with the Northeast Region.

Blood Services

Blood Services is a separate network of offices, divided into Blood Regions. Some chapters are co-located with Blood Services offices, but most are not. Each chapter is located within a Blood Region, and supports the efforts of that region by hosting blood drives, etc.

American Red Cross Chapters

National Capital	Washington	DC
Alexandria	Alexandria	VA
Arlington County	Arlington	VA
Bedford County	Bedford	VA
Mountain Empire	Bristol	VA
Central Virginia	Charlottesville	VA
Danville-Pittsylvania County	Chatham	VA
Montgomery County	Christiansburg	VA
Jackson River	Covington	VA
Culpeper-Madison	Culpeper	VA
Eastern Shore of Virginia	Exmore	VA
Rappahannock Area	Fredericksburg	VA
Galax-Grayson-Carroll	Galax	VA
Gloucester County	Gloucester	VA
Halifax County	Halifax	VA
Harrisonburg-Rockingham County	Harrisonburg	VA
Northumberland County	Heathsville	VA
Hopewell-Prince George County	Hopewell	VA
Loudoun County	Leesburg	VA
Metropolitan Lynchburg	Lynchburg	VA
Prince William County	Manassas	VA
Smyth County	Marion	VA
Martinsville-Henry County	Martinsville	VA
Hampton Roads	Newport News	VA
Southeast	Norfolk	VA
Southside Area	Petersburg	VA
Radford	Radford	VA
Greater Richmond	Richmond	VA
Roanoke Valley	Roanoke	VA
Franklin County	Rocky Mount	VA
Staunton-Western Augusta County	Staunton	VA
Suffolk	Suffolk	VA
Fauquier	Warrenton	VA
Blue Ridge	Waynesboro	VA
River Counties	White Stone	VA
Colonial Virginia	Williamsburg	VA
Winchester & Frederick County	Winchester	VA
Shenandoah County	Woodstock	VA
York-Poquoson	Yorktown	VA
AFES Stations		VA
Walter Reed Army Med Ctr	Washington	DC
Fort Eustis	Fort Eustis	VA
Fort Lee	Fort Lee	VA
Langley AFB	Langley AFB	VA
Naval Reg Med Ctr	Portsmouth	VA
Marine Corps Development & Education Com	Quantico	VA

Virginia Emergency Management Association (VEMA)

VEMA promotes and supports the goals of saving lives and protecting property during times of emergencies and disasters in Virginia. VEMA is an organization of over 200 professional emergency managers of local, state and private organizations. The organization pursues their goals through promoting education for our members, providing networking opportunities, and working on issue of interest to our members at the state and federal level.

Goals

- Promoting the development and maintenance of disaster preparedness and response programs and activities throughout Virginia.
- Working to obtain the highest quality federal, state and local programs, services and assistance for disaster preparedness and response activities.
- Serving as a clearinghouse for ideas, suggestions, experiences and courses of action between members.
- Working in a professional advisory capacity with other organizations regarding emergency management and emergency preparedness matters.
- Setting examples of professional leadership by promoting involvement of non-member jurisdictions in association activities.
- Working with and assisting Virginia's State Coordinator of Emergency Services and the Regional Director of the Federal Emergency Management Agency (FEMA) on any matter of mutual interest and benefit.

Who Should Join?

Building and Zoning Officials	Industrial Representatives
City and County Managers	Insurance Officials
Communications Officials	Law Enforcement Officials
Emergency Managers	Meteorologists
Emergency Medical Officials	Military Officials
Environmental Officials	Planners
Fire Department Officials	Public Works/Utility Officials
Hospital/Medical Officials	Voluntary Agency Officials

VEMA Committee List

Conference
Legislative
Mitigation, Response and Recovery
Preparedness, Training and Exercises
Education and Public Affairs
Information Technology
Private and Military Sectors

Conferences

VEMA sponsors one conference in the winter and one training seminar in the summer. The conference features nationally known speakers and presentations to enhance the knowledge and skills of those in the emergency management field. The conference also offers networking and information sharing opportunities.

Newsletter

VEMA's newsletter, "ViewPoint," is published twice yearly and includes articles of interest to those in the emergency management field. "ViewPoint" keeps members updated on upcoming events, legislative matters, noteworthy emergency responses and other topics of interest.

Legislative Representation

VEMA has joined with several other emergency-oriented organizations to employ the services of a lobbyist. This person keeps membership informed concerning legislative issues of importance to the emergency management community.

Professional Development

At VEMA's annual conference, a variety of training courses are offered. In addition, conference speakers and presentations showcase innovations in the field of emergency management as well as lessons learned from some of the nation's most recent disasters.

Jurisdictional Interaction

Many members remark that one of the most valuable aspects of VEMA membership is the information exchange between colleagues. The conference, the training session, and the newsletter offer members the opportunity to learn and benefit from one another.

Awards

VEMA recognizes outstanding contributors to emergency management in Virginia through its individual and group awards. Each year, the "Warren E. Trent Award" is presented to an outstanding individual and the "Clarence 'Pete' Rea Award" is presented to an outstanding group. Awards are presented at a ceremony held during the winter conference.

Addison E. Slayton, Jr. Scholarship Program

The Addison E. Slayton, Jr., Scholarship will be awarded annually to a deserving student of emergency management. This money will be generated from the Annual Conference and interest received on the fund. Eligible recipients will be judged on merit, need and

years of service, and will be ranked by a scholarship committee designated by the VEMA Executive Board. This scholarship award does not discriminate on age, sex, race, religion or national origin. It is not to be used for the C.E.M. application. The applicant must be a Virginia resident. A minimum of one grant will be awarded per year, unless no qualified applicant applies for the grant, and will be awarded at the VEMA Annual Conference.

Professional Certification

The Virginia Emergency Management Certification Program provides a structured certification program for professional development by support staff, administrative personnel, volunteers, technical specialists, and program managers in local jurisdiction, agency, or state government emergency management programs.

Individuals holding Virginia Certification will have demonstrated their competency to perform at their level of certification in the following core emergency management activities for their jurisdiction or agency through the completion of training and professional projects:

- Analyzing hazards and identifying risks.
- Developing mitigation strategies to reduce risks and eliminate hazards.
- Identifying resources that can be used to meet emergency needs.
- Writing and coordinating emergency plans.
- Developing, conducting, and critiquing emergency exercises.
- Conducting public education and public information programs.
- Recruiting, integrating, and managing volunteers, individually and as agencies, capable of supporting emergency management
- Coordinating emergency response and recovery operations, including the operation of an emergency operations center.
- Managing the administrative, budgetary, staffing, and other program requirements of the emergency management program.

Levels of Certification: *(All levels of certification are valid for a period of three years)*

- **CEMA** - Virginia Certified Emergency Management Assistant: The CEMA certification:

Serves as an entry level certification for persons desiring to work in emergency management professional or administrative positions.

Encourages professional development by administrative staff, volunteers, and augmentees assigned to emergency management duties.

- **VaAEM** - Virginia Associate Emergency Manager: The AEM certification identifies individuals with training and skills required for service in professional technical emergency management positions. It is an appropriate certification for individuals who serve in fields related to emergency management, but who do not work in an emergency management position.
- **VaPEM** - Virginia Professional Emergency Manager: The PEM certification identifies those individuals who are fully qualified to serve in program manager and supervisory emergency management positions.

How to Join

Membership Fees are \$45 for a regular membership, \$50 for sustaining membership. Sustaining membership allows unlimited membership within a jurisdiction, but only one member from the jurisdiction may vote.

Virginia Voluntary Organizations Active in Disaster (VaVOAD)

VaVOAD Mission

To provide a liaison with the voluntary organizations that provide disaster services in Virginia so that their capabilities and resources will be effectively coordinated with local, state and federal agencies to meet the needs of disaster victims.

Organization

- The Virginia Voluntary Organizations Active in Disaster (VaVOAD) is an organization whose purpose is to coordinate the interaction between voluntary disaster relief agencies and government disaster response activities in accordance with the local, state, and federal disaster response plans. The VaVOAD is an affiliate of the National Voluntary Organizations Active in Disaster (NVOAD).
- Members of the VaVOAD include the major organizations that have resources, developed plans and implemented preparatory actions to provide assistance in disasters that occur in Virginia. The capabilities of these organizations include sheltering, mobile and fixed feeding, repair and reconstruction of homes, clean-up, counseling, storage and distribution of bulk food, clothing and household goods, child care and many other services. They are frequently called on by their parent organizations to respond to disasters in neighboring states and often provide funding and relief supplies for disaster victims worldwide.

Concept of Operations

- During normal operations, the VaVOAD will participate in statewide exercises to assist in the development of local and state disaster response capabilities.
- The VaVOAD will receive all situation reports, weather briefings, notifications and alerts that are distributed by the Virginia Emergency Operations Center (VEOC) to state agencies.
- When disaster strikes, the VaVOAD contact designates a liaison to continue communication with the VEOC and report to the State EOC if necessary.
- Each member organization maintains contact persons and resource lists to respond to requests from the liaison at the VEOC. Each member organization

coordinates the response of its services and provides status reports to the liaison at the VEOC.

- The VaVOAD functions in the VEOC as part of the Human Services Branch and works closely with the mass care and food support functions.
- The VaVOAD liaison will link member organizations with local emergency managers, local voluntary agencies, and state and federal agencies that are providing assistance in the affected areas.
- The VaVOAD liaison will coordinate with other support functions in the State EOC to provide assistance to member organizations (i.e. transportation, communication resources, information on road conditions, etc.).
- The VaVOAD will collect, compile and report information on the status of activities and resources of VaVOAD member organizations in accordance with the VEOC requirements.
- When there is no government disaster declaration, the VaVOAD will continue to assist member organizations that provide additional assistance in meeting disaster-caused needs that are beyond the resources of the individual disaster victims.
- When the President declares a major disaster and the Federal Emergency Management Agency implements a range of assistance programs available to individuals and families, the VaVOAD will continue its liaison role with member organizations active in the disaster area.
- When the response and recovery phases of the disaster operation are completed, VaVOAD will participate in evaluation procedures initiated by VDEM.

Virginia Voluntary Organizations Active in Disaster (VaVOAD)

Member Organizations

- Adventist Community Services
- American Red Cross
- Baptist General Association of Virginia
- Catholic Church, Diocese of Arlington
- Catholic Church, Diocese of Richmond
- Christian Church, Disciples of Christ
- Church of Jesus Christ of the Latter Day Saints
- Church of the Brethren
- Church World Service
- Episcopal Church, Diocese of Southern Virginia
- Episcopal Church, Diocese of Southwestern Virginia
- Episcopal Church, Diocese of Virginia
- Evangelical Lutheran Church in America
- Friends Disaster Service
- Industrial & Commercial Ministries
- Jewish Community Federation
- Knights of Columbus
- Lutheran Disaster Response
- Mennonite Disaster Services
- Operation Blessing International
- Presbyterian Church, USA
- The Salvation Army
- United Church of Christ
- United Methodist Church
- United States Federal Emergency Management Agency (Region III)
- United States Service Command
- United Way of Virginia
- Virginia Council of Churches
- Virginia Department of Emergency Management
- Virginia Department of Health – Office of Emergency Medical Services
- Virginia Disaster Recovery Task Force
- Virginia Federation of Food Banks
- Virginia Office of Volunteerism
- Virginia Jaycees

Emergency Management Acronyms

Frequently Used Acronyms

ACO	Assistant Coordinator – Operations
AG	Attorney General
AMEX	American Express
ARC	American Red Cross
BES	Benefit Eligibility System
CARS	Commonwealth Accounting and Reporting System
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
CIPPS	Commonwealth Integrated Payroll Processing System
COV	Commonwealth of Virginia
CPC	Chemical Protective Clothing
CVC	Combined Virginia Campaign
DCE	Department of Correctional Enterprise
DCP	Deferred Compensation Plan
DECON	Decontamination
DEDR	Department of Employee Dispute Resolution
DFO	Disaster Field Office
DFP	Department of Fire Programs
DGS	Department of General Services
DHRM	Department of Human Resource Management
DMA	Department of Military Affairs
DMME	Department of Mines, Minerals and Energy
DO	Duty Officer
DOA	Department of Accounts
DOC	Department of Corrections
DOF	Department of Forestry
DRC	Disaster Recovery Center
DSCO	Deputy State Coordinating Officer
DSS	Department of Social Services
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMT	Emergency Management Training
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
ERG	Emergency Response Guidebook
EWP	Employee Work Profile
FS	Field Services
FEMA	Federal Emergency Management Agency

FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
HAZMAT	Hazardous Materials
HMO	Hazardous Materials Officer
HMRT	HAZMAT Response Team
HRO	Human Resources Office
IA	Individual Assistance
IAT	Inter-Agency Transaction
IC	Incident Commander
IFG	Individual and Family Grants
JIC	Joint Information Center
LPA	Local Planning Assistance
LPPA	Local Performance Partnership Agreement
MBP	Member Benefits Profile
MIS	Management Information Systems
MIST	Management Information Systems Team
MOU	Memorandum of Understanding
NWS	National Weather Service
OCP	Office of Commonwealth Preparedness
OPS	Operations
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Affairs Office/Public Affairs Officer
PAW	Pay Action Worksheet
PC	Petty Cash
PDA	Preliminary Damage Assessment
PIC	Public Inquiry Center
PIO	Public Information Officer
PMD	Preparedness and Mitigation Division
PMIS	Personnel Management Information System
PO	Purchase Order
PSB	Payroll Service Bureau
RACES	Radio Amateur Civil Emergency Services
RASD/RAS	Recovery and Administrative Services Division
RC	Regional Coordinator
RCRA	Resource Conservation and Recovery Act
RERP	Radiological Emergency Response Planning
RRT	Regional Response Team
SAR	Search and Rescue
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SCC	State Corporation Commission
SCO	State Coordinating Officer
SHMERAC	State Hazardous Materials Emergency Response Advisory Council
SITREP	Situation Report

SOP	State Operating Procedures
SSN	Social Security Number
TCF	Trade Court Facility
THD	Technological Hazards Division
TWA	Telecommuting Work Agreement
UIC/UC	Unified Incident Command
USDA	United State Department of Agriculture
VAOSHA	Virginia Occupational Safety and Health Administration
VDEM	Virginia Department of Emergency Management
VDOH	Virginia Department of Health
VDOT	Virginia Department of Transportation
VEC	Virginia Employment Commission
VEMA	Virginia Emergency Management Association
VEOC	Virginia Emergency Operations Center
VERC	Virginia Emergency Response Council
VOAD	Voluntary Organizations Active in Disaster
VRS	Virginia Retirement System
VSDP	Virginia Sickness and Disability Program
VSP	Virginia State Police
WMD	Weapons of Mass Destruction



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◆ Chesterfield County
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◆ Essex County

◆ Goochland County
◆ Greenville County
◆ Hanover County
◆ Henrico County
◆ Hopewell City
◆ King and Queen County
◆ King William County

◆ New Kent County
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| ◆Culpeper County | ◆Louisa County | ◆Shenandoah County |
| ◆Fauquier County | ◆Town of Luray | ◆Spotsylvania County |
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| ◆Buckingham County | ◆Halifax County | ◆Rockingham County |
| ◆Campbell County | ◆Harrisonburg City | ◆Town of South Boston |
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◆Pulaski County
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◆Norfolk City
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◆ Craig County

◆ Danville City

◆ Floyd County

◆ Franklin County

◆ Henry County

◆ Highland County

◆ Lexington City

◆ Martinsville City

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